

86-87

broward
community
college





Broward Community College

The College reserves the right to change any provision or requirement, including fees, pursuant to law, State Board of Education rules, and College policy. The College further reserves the right to require the student to withdraw at any time pursuant to appropriate policies and procedures. It also reserves the right to impose probation on any student whose conduct is unsatisfactory in relation to established College policy. Any admission on the basis of false statements or documents may be grounds for dismissal and loss of all credit for work which may have been completed at the college.

General Catalog 1986-87

BROWARD COMMUNITY COLLEGE

CENTRAL CAMPUS

3501 Southwest Davie Road
Davie, FL 33314
305-475-6500

FORT LAUDERDALE CENTER

College Administration Offices
225 East Las Olas Boulevard
Fort Lauderdale, FL 33301
305-761-7465

ALLIED HEALTH CENTER CAMPUS

3501 Southwest Davie Road
Davie, FL 33314
305-475-6770

NORTH CAMPUS

1000 Coconut Creek Boulevard
Coconut Creek, FL 33066
305-973-2240

JUDSON A SAMUELS

SOUTH CAMPUS
7200 Hollywood Pines Blvd.
Pembroke Pines, FL 33024
305-963-8835

ACCREDITATION

*Broward Community College is accredited by
The Commission on Colleges of the
Southern Association of Colleges and Schools*

MEMBER OF

*American Association of Community and Junior Colleges
American Association for Higher Education
American Council on Education
American Technical Education Association, Inc.
Association of Community College Trustees
Association of Governing Boards
College Entrance Examination Board
Florida Association of Colleges and Universities
Florida Association of Community Colleges
Institute of International Education
National Association of Foreign Student Affairs
Southern Association of Colleges and Schools
Southern Association of Community and Junior Colleges*

BROWARD COMMUNITY COLLEGE IS

*An Equal Opportunity Employer
An Equal Opportunity Educator*

NOTE: *BCC application attached to inside back cover.*



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TABLE OF CONTENTS

	PAGE
COLLEGE CALENDAR	5-7
WHERE TO GO FOR HELP	8
FINAL EXAM SCHEDULE	9-10
GENERAL INFORMATION SERVICES FOR ENTERING STUDENTS	
Admissions	13-16
Academic Advisement	17
Associate of Arts Degree	37
Associate of Science Degree	40
Associate of Science in General Studies	41
Bookstores	24
Counseling	28
Financial Aid	18-20
Honors Program	25
Orientation	17
Payment/Fees	31
Placement and Career Services	28
Placement Testing	17
Refunds (see STUDENT FEES)	34
Registration	17
Student Employment	18 & 28
Types of Aid Possible	18-20
ACADEMIC REGULATIONS	
Academic Honors	23 & 25
Academic Load	21
Adding, Dropping or Changing Schedule	17 & 22
Audit	22
Class Attendance	21
Classification of Students	21
Conduct	21
Examinations and Tests	22
Grading System	22
Graduation Honors	23
Graduation Requirements	22
Repeating Courses	23
Semester Hour	21
Semester System	21
Transcripts	23
Ways to Complete Degrees Faster	21
Withdrawals and Refunds	34
OTHER SUPPORT SERVICES AVAILABLE	
Clubs, Organizations and Programs	28-30
Fine Arts and Cultural Affairs	24
Food Service	30
Health Services	28
International Students	16-17
International/Intercultural Education	25-26
Learning Resources	26
Library	26
Southeast Florida Education Consortium	12
Sports	28
Student Activities	29
Student Publications	29
Transportation	30
STUDENT FEES	31-34
STATE RULE 6A-10.30-GORDON RULE	35
COLLEGE LEVEL ACADEMIC SKILLS PROJECT (CLASP)	35
COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)	35
PROGRAMS OF STUDY	37-41
Associate of Arts Programs (AA Degree)	37-39
Requirements for University Parallel AA Degree	37-39
Specific AA Degree Programs Available	37
Associate of Science Program (AS Degree)	40-41
Associate of General Studies Program	42
Certificate Programs	41
Community Services	42

ALLIED HEALTH TECHNOLOGY

Continuing Education for Allied Health Professionals	44
Dental Assisting Technology	44-45
Diagnostic Medical Sonography (Ultrasound)	46
Dietetic Technician	46-47
Emergency Medical Services	48
Medical Assisting	48-50
Medical Laboratory Technology	50-51
Nursing Technology	52-53
Physical Therapist Assistant Technology	53
Radiation Therapy Technology	53-54
Radiologic Technology	54-56
Respiratory Therapy Technology	56

ACADEMIC DIVISIONS

Division of Business Technology	57 & 69
Accounting	60 & 71
Airline Marketing	68
Aviation Technology	58
Aviation Science Management	58
Aviation Maintenance Technology	59
Career Pilot	60
Banking	58
Computer Science/Office Information Systems	62-66 & 72-73
Court and Conference Reporting	66
Hospitality/Hotel-Motel Administration	67-68
Insurance	61
Management	63-64
Marketing	68-70
Materials Management	63
Purchasing	63
Real Estate	61
Tourism Industries Administration	68
Division of Communications	74-75
English	74
English as a Second Language	75
Journalism & Publications	74
Modern Foreign Language	74-75
Reading	75
Speech	75
Criminal Justice Institute	78-79
Corrections	78
Police Science	79
Criminal Justice	78
Crime Scene Technology	79
Fire Science Technology	79-80
Military Science Army (ROTC)	80
Division of Engineering Technology	81-85
Architectural Technology	81-82
Civil Engineering	82-83
Landscape Technology	83-84
Pest Control Technology	84-85
Building Construction	83
Electronics Technology	85
Division of Health, Physical Education, Recreation, and Dance	86
Division of Fine Arts	87-89
Art	87
Drama	87-88
Music	88-89
Division of Mathematics and Science	90
Biological Science	90
Mathematics	90
Physical Sciences (Physical Science, Astronomy, Chemistry, Geology & Physics)	90
Division of Social Sciences	91
Pre-School and Day Care Center	91

Special Programs

Cooperative Education	76
Career Planning	77
Foreign Study Program	24-25
Open College	26-27
Special Services	91
Honors Program	25, 75
COURSE NUMBERING SYSTEM	92
COURSE DESCRIPTIONS	94-177
ADMINISTRATION AND FACULTY ROSTER	178-188
AWARDS	189-192
FOUNDATION	189-190
SCHOLARSHIP DONORS	190-192
GLOSSARY	193-194



1986

AUGUST							SEPTEMBER						
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OCTOBER							NOVEMBER							DECEMBER						
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1987

JANUARY							FEBRUARY							MARCH						
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JULY							AUGUST						
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26	27	28	29	30	31		23	24	25	26	27	28 29	
							30	31					

College Calendar 1986-87

	Term I	Term IA	Term IB
APPLICATION FOR ADMISSION	Aug 25-Dec 19	Aug 25-Oct 17	Oct 20-Dec 19
PROVISIONAL ACCEPTANCE	Feb 1	Feb 1	Feb 1
Students returning after more than 1 year must update their residency affidavit at the time they register. Continuing students who need to be reclassified as in-state must submit supporting documents by	July 7	July 7	July 7
*ON LINE REGISTRATION AND ADVISEMENT (8:00 AM TO 7:00 PM)			
1. Currently enrolled students	Aug 23	Aug 23	Oct 17
2. New Students as indicated on Notice of Admission			
3. Senior Citizens (Students 60 years of age or older) filing a tuition waiver (8:30 AM to 7:00 PM)	Apr 1-Aug 23	Apr 1-Aug 23	Apr 1-Oct 17
4. Saturday Registration (9AM - 12 Noon)	May 13-Aug 23	May 13-Aug 23	May 13-Oct 17
**Last Day for 100% Refund for courses dropped or complete withdrawal	Sep 2	Sep 6	Oct 22
FACULTY REPORT DATE	Aug 23, Sep 6		
CLASSES BEGIN 8:00 AM	Aug 23	Aug 23	Oct 17
***LATE REGISTRATION - DROP & ADD (8:30 AM TO 7:00 PM)	Aug 21	Aug 21	Oct 20
Schedule Change and adjustments extend through	Aug 25	Aug 25	Oct 20
No fee is charged when a course is dropped. There is an 80% Refund for courses dropped or complete withdrawal before	Aug 25-29	Aug 25-26	Oct 20-21
HOLIDAY (Labor Day)	Aug 29	Aug 26	Oct 21
No classes day or evening			
Last day for graduation evaluations and to pay Graduation fees	Aug 29	Aug 26	Oct 21
HOLIDAY (Fall Holiday)	Sep 1	Sep 1	
No classes day or evening	Oct 3		
MIDTERM	Oct 13	Oct 13	Nov 17
LAST DAY FOR STUDENTS TO WITHDRAW FROM ANY CLASS	Oct 21	Sept. 19	Nov 17
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	Oct 27	Sept 23	Nov 20
HOLIDAY (Veteran Day)	Oct 27		Nov 20
No day or evening classes	Nov 11		Nov 11
HOLIDAY (Thanksgiving)			
No evening classes	Nov 26		Nov 26
No day or evening classes	Nov 27-28-29	Oct. 13	Nov 27-28-29
LAST DAY OF CLASSES	Dec 19	Oct 17	Dec 19
FINAL EXAMINATIONS	Dec 15-19	Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS REGISTRAR'S OFFICE BY 10:00 AM	Dec 22	Oct 20	Dec 22

*Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times.
There is no registration on Thursday between 12:00 noon and 5:45 P.M.

**There is a 100% Refund only for students who register and withdraw before the term begins (see: Classes Begin).

***Late Registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Registrar.

College Calendar 1986-87

	Term II	Term IIA	Term IIB
APPLICATION FOR ADMISSION	Jan 7-May 1	Jan 7-Mar 5	Mar 6-May 1
PROVISIONAL ACCEPTANCE	Sept 2-Jan 6	Sept 2-Jan 6	Sept 2-May 6
Students returning after more than 1 year must update their residency affidavit at the time they register. Continuing students who need to be reclassified as in-state must submit supporting documents by	Dec 1	Dec 1	Dec 1
*ON LINE REGISTRATION AND ADVISEMENT (8:00 AM TO 7:00 PM)	Jan 6	Jan 6	Mar 6
1. Currently enrolled students	Oct 27-Jan 6	Oct 27-Jan 6	Oct 28-Mar 5
2. New Students as indicated on Notice of Admission	Nov 3-Jan 6	Nov 3-Jan 6	Nov 4-Mar 5
3. Senior Citizens (Students 60 years of age or older) filing a tuition waiver (8:30 AM to 7:00 PM)	Jan 14	Jan 9	Mar 10
4. Saturday Registration (9 AM to 12 Noon)	Jan 9	Jan 9	
**Last Day for 100% Refund for courses dropped or complete withdrawal	Jan 6	Jan 6	Mar 5
FACULTY REPORT DATE	Jan 6	Jan 6	Mar 6
CLASSES BEGIN 8:00 AM	Jan 7	Jan 7	Mar 6
***LATE REGISTRATION - DROP & ADD (8:00 AM TO 8:00 PM)	Jan 7-13	Jan 7-8	Mar 6-9
Schedule Change and adjustments extend through	Jan 13	Jan 8	Mar 9
No fee is charged when a course is dropped.			
There is an 80% Refund for courses dropped or complete withdrawal before	Jan 13	Jan 8	Mar 9
HOLIDAY (Martin L. King's Birthday)			
No classes day or evening	Jan 19	Jan 19	
HOLIDAY (Presidents' Day)			
No classes day or evening	Feb 16	Feb 16	
Last day to have Grad Evaluation and pay fees .	Feb 28		
MIDTERM	Mar 5	Feb 4	Apr 2
LAST DAY FOR STUDENTS TO WITHDRAW FROM ANY CLASS	Mar 11	Feb 6	Apr 6
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	Mar 11	Feb 6	Apr 6
HOLIDAY (Spring Break)			
No evening classes	Apr 16		Apr 16
No day or evening classes	Apr 17		Apr 17
LAST DAY OF CLASSES	May 1	Mar 5	May 1
FINAL EXAMINATIONS	Apr 27-May 1	Mar 5 Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS			
REGISTRAR'S OFFICE BY 10:00 AM	May 4	Mar 6	May 4
Graduation	May 4		

*Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times.

There is no Saturday Registration Jan 3 and Jan 10. 9:00-12:00

There is no registration on Thursday between 12:00 noon and 5:45 P.M.

**There is a 100% Refund only for students who register and withdraw before the term begins (see: Classes Begin).

***Late Registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Registrar.

College Calendar 1986-87

	Term III May 6-Aug 3 Apr 1-May 4 Apr 14	Term IIIA May 6-Jun 17 Apr 1-May 4 Apr 14	Term IIIB Jun 19-Aug 3 Apr 1-Jun 19 Apr 14
APPLICATION FOR ADMISSION			
PROVISIONAL ACCEPTANCE			
Students returning after more than 1 year must update their residency affidavit at the time they register. Continuing students who need to be reclassified as in-state must submit supporting documents by	May 5	May 5	Jun 19
*ON LINE REGISTRATION AND ADVISEMENT (8:30 AM TO 7:00 PM)			
1. Currently enrolled students	Apr 1-May 5	Apr 1-May 5	Apr 1-Jun 19
2. New Students as indicated on Notice of Admission	Apr 14-May 5	Apr 14-May 5	Apr 14-Jun 19
3. Senior Citizens (Students 60 years of age or older) filing a tuition waiver (8:30 AM to 7:00 PM)	May 7	May 8	Jun 23
**Last Day for 100% Refund for courses dropped or complete withdrawal	May 5	May 5	Jun 18
FACULTY REPORT DATE	May 5	May 5	Jun 18
CLASSES BEGIN 8:00 AM	May 5	May 6	Jun 19
***LATE REGISTRATION - DROP & ADD (8:30 AM TO 8:00 PM)	May 5-6	May 5-6	Jun 19-22
Schedule Change and adjustments extend through	May 6	May 6	Jun 22
No fee is charged when a course is dropped. There is an 80% Refund for courses dropped or complete withdrawal before	May 6, 7	May 6, 7	Jun 22
HOLIDAY (Memorial Day) No classes day or evening	May 25	May 25	
MIDTERM	Jun 16	May 27	Jul 10
DUTY DAY No classes	Jun 18		Jun 18
LAST DAY FOR STUDENTS TO WITHDRAW FROM ANY CLASS	Jun 23	May 29	Jul 14
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	Jun 23	May 29	Jul 14
HOLIDAY (Independence Day) No evening classes	Jul 3		Jul 3
No day or evening classes	Jul 4		Jul 4
LAST DAY OF CLASSES	Aug 3	Jun 17	Aug 3
FINAL EXAMINATIONS	Jul 28-Aug 3	Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS REGISTRAR'S OFFICE BY 10:00 AM	Aug 4	Jun 20	Aug 4
Alternate Friday classes are divided as follows:			
IIIA Monday and Wednesday classes will meet on May 8, 22, and June 5, 1987. Tuesday and Thursday classes will meet on May 15, 19, and June 12, 1987.			
IIIB Monday and Wednesday classes will meet on June 19, July 10, and July 24, 1987. Tuesday and Thursday classes will meet on June 26, July 17, and July 31, 1987.			
*Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursday between 12:- Noon and 5:45 PM.			
**There is a 100% Refund only for students who register and withdraw before the term begins (see: Classes Begin).			
***Late Registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Registrar.			

WHERE TO GO FOR HELP

Academic Standing, Probation, Suspension, Reinstatement	Registrar
Adding, Dropping or Changing Courses	Counseling-Advisement Office or Registrar
Admissions, Registration, Academic Records	Registrar
Advisor or Counselor; Assignment of	Counseling-Advisement Office
Alumni	Development Office
Books and Classroom Supply	Bookstore
Career Information	Career Center and Counseling
Closed Class Enrollment Form	Instructor, Div. Chairperson, Dean of Acad. Affairs
College Bills, Payment or Adjustments	Bursar's Office
Credit Overload Form	Counselor, Registrar, Dean Of Acad. Affairs
Evaluation of Permanent Records for Graduation	Counseling, Registrar
Gifts and Donations	Development Office
Grade Concerns	Dept. Head, Registrar
Help With Personal Problems	Counseling-Advisement Office
Illness	College Nurse, Security
IN CASE OF ACCIDENT REPORT TO:	Instructor, College Nurse, Security
Loans and Scholarships	Financial Aid
Lost and Found	Counseling-Advisement Office
Parking Permit	Security
Part Time Jobs	Career Center
Permission to Organize a Club	Vice President for Student Development Director of Student Activities
Public Relations-Promotional Events	Director of College Relations
Reserving College Facilities	Campus Provost
Student Activities, General	Student Activities Office
Student Grievances	Counseling/Dean of Students
Student Work on Campus	Financial Aid
Test Results & Interpretation	Counselor
Transfer (in or out) Admissions	Registrar, Director of Admissions
Tutoring	Learning Resources Center
Waiver of Requirements Form	Counselor, Div. Chairperson, Dean of Acad. Affairs
Withdrawal from College	Registrar

BROWARD COMMUNITY COLLEGE

1986-87

FINAL EXAMINATION SCHEDULE FOR CLASSES IN TERM I

All examinations will be held in regular classrooms unless students are notified to the contrary by the Instructor. Term I and IB Examinations may have room conflicts. Please double-check with Instructor.

SATURDAY, DECEMBER 13, 1986

09:00-12:00 noon for classes meeting on Saturday

MONDAY, DECEMBER 15, 1986

08:00-10:00 am for classes meeting on Monday at 08:00 am.

10:10-12:10 pm for classes meeting on Monday at 11:00 am.

12:20-02:30 pm for classes meeting on Monday at 01:00 pm.

02:30-04:30 pm for classes meeting on Monday at 02:00 pm.

TUESDAY, DECEMBER 16, 1986

08:00-10:00 am for classes meeting on Tuesday at 08:00 am.

10:10-12:10 pm for classes meeting on Tuesday at 11:00 am.

12:20-02:20 pm for classes meeting on Tuesday at 12:30 pm.

02:30-04:30 pm for classes meeting on Tuesday at 03:30 pm.

WEDNESDAY, DECEMBER 17, 1986

08:00-10:00 am for classes meeting on Wednesday at 09:00 am.

10:10-12:10 pm for classes meeting on Wednesday at 10:00 am.

12:20-02:20 pm for classes meeting on Wednesday at 12:00 pm.

THURSDAY, DECEMBER 18, 1986

08:00-10:00 am for classes meeting on Thursday at 09:30 am.

10:10-12:10 pm for classes meeting on Thursday at 09:00 am.

12:20-02:20 pm for classes meeting on Thursday at 01:00 pm.

02:30-04:30 pm for classes meeting on Thursday at 02:00 pm.

FRIDAY, DECEMBER 19, 1986

09:00-11:00 am for classes meeting on T & R at 12:00 pm

11:10 am-01:10 pm for classes meeting on T & R at 10:00 am

01:20-03:20 pm for classes meeting on T & R at 03:30 pm

04:00-06:00 pm for classes meeting M W & F at 4:00 pm

TERM IA, IB, 1986-87 The last class meeting is for final examination.

NIGHT EXAMINATIONS WILL BE HELD DURING EXAMINATION WEEK AT THE NORMAL CLASS HOUR.

Any classes not covered by the above schedule will have their examination time designated by the instructor.

BROWARD COMMUNITY COLLEGE 1986-87

FINAL EXAMINATION SCHEDULE FOR CLASSES IN TERM II

All examinations will be held in regular classrooms unless students are notified to the contrary by the Instructor. Term II and IIB Examinations may have room conflicts. Please double-check with Instructor.

SATURDAY, APRIL 25, 1987

09:00-12:00 pm for classes meeting on Saturday

MONDAY, APRIL 27, 1987

08:00-10:00 am for classes meeting on Monday at 08:00 am.

10:10-12:10 pm for classes meeting on Monday at 11:00 am.

12:20-02:30 pm for classes meeting on Monday at 01:00 pm.

02:30-04:30 pm for classes meeting on Monday at 02:00 pm.

TUESDAY, APRIL 28, 1987

08:00-10:00 am for classes meeting on Tuesday at 08:00 am.

10:10-12:10 pm for classes meeting on Tuesday at 11:00 am.

12:20-02:20 pm for classes meeting on Tuesday at 12:30 pm.

02:30-04:30 pm for classes meeting on Tuesday at 03:30 pm.

WEDNESDAY APRIL 29, 1987

08:00-10:00 am for classes meeting on Wednesday at 09:00 am.

10:10-12:10 pm for classes meeting on Wednesday at 10:00 am.

12:20-02:20 pm for classes meeting on Wednesday at 12:00 pm.

02:30-04:30 pm for classes meeting on Wednesday at 3:00 pm

THURSDAY, APRIL 30, 1987

08:00-10:00 am for classes meeting on Thursday at 09:30 am.

10:10-12:10 pm for classes meeting on Thursday at 09:00 am.

12:20-02:20 pm for classes meeting on Thursday at 01:00 pm.

02:30-04:30 pm for classes meeting on Thursday at 02:00 pm.

FRIDAY MAY 1, 1987

09:00-11:00 am for classes meeting on T & R at 12:00 pm

11:10 am-01:10 pm for classes meeting on T & R at 10:00 am

01:20-03:20 pm for classes meeting on T & R at 03:30 pm

04:00-06:00 pm for classes meeting M W & F at 4:00 pm

TERM IIA, IIB, 1986-87 The last class meeting is for final examination.

NIGHT EXAMINATIONS WILL BE HELD DURING EXAMINATION WEEK AT THE NORMAL CLASS HOUR.

Any classes not covered by the above schedule will have their examination time designated by the instructor.

GENERAL INFORMATION

The College

Broward Community College is one of twenty-eight community colleges in the Florida system. Its programs and services are designed to help meet the needs for education and training in Broward County.

The College District Board of Trustees is the legal governing body for the operation of the College. It is constituted as a corporate body with all powers necessary and proper for governance and operation. Members of the Board of Trustees are appointed by the Governor, approved by four members of the Cabinet, and confirmed by the Florida State Senate. The College operates under statutory authority and rules of the State Board of Education. The State Board of Community Colleges (SBCC), which is subject to the overall supervision of the State Board of Education, exercises responsibility for state wide leadership in overseeing and coordinating the individually governed public community colleges.

History

In 1959 the Florida State Legislature authorized the establishment of the Junior College of Broward County. With the appointment of a local Advisory Committee under State Board of Education Regulations in October of that year, the College began to develop. Dr. Joe B. Rushing undertook his responsibilities as the first President on April 7, 1960, and the following autumn, with an enrollment of 701 students the College opened its doors in buildings formerly used by the Naval Air Station at the Fort Lauderdale/Hollywood International Airport. From this beginning the College has experienced solid growth in facilities, number of students, and quality of programs.

When the first permanent building was completed in August 1963, the College moved to its present Central Campus location on Southwest Davie Road in Davie.

Dr. Rushing resigned as President in 1965. His successor was Dr. Myron Blee. Dr. A. Hugh Adams, became the third President, assuming his duties on April 15, 1968.

In May 1968, to be compatible with State terminology, the College changed its name to Broward Junior College. In July, the Florida Legislature, in Special Session, withdrew the state junior colleges from the governance of the boards of public instruction. Thus the Advisory Board of Broward Junior College became the governing District Board of Trustees. In September 1970, the Board changed the name of the college to Broward Community College - a name that more aptly represents the comprehensive nature of the college programs.

Currently Broward Community College has four main campuses, several centers, and numerous off-campus facilities. In addition to Central Campus on Southwest Davie Road in Davie, the College has North Campus on Coconut Creek Boulevard in Coconut Creek and the Judson A. Samuels South Campus on Hollywood Boulevard in Pembroke Pines. The fourth campus, the Allied Health Center Campus, has its Administrative Offices on Southwest Davie Road, but, offers courses on each of the other three locations.

The College also has several centers. The Fort Lauderdale Center is the site of the College Administrative Offices. The Von D. Mizell Center, on Sistrunk Boulevard in Fort

Lauderdale provides classes and counseling/advisement. Tigertail Lake, on Ravenswood Road in Fort Lauderdale, is leased from the County for various instructional and recreational purposes.

The College has been conducting study-travel tours to foreign countries since 1974. With the establishment of the Division of International/Intercultural Education in 1977, the College offers students the opportunity to study for a semester in various countries, including Spain, England, and Israel.

Broward Community College, beginning with a small university parallel program, has expanded its curricula to include many technical and occupational programs. Additional university-parallel courses are offered at numerous locations in Broward County and in other parts of the world.

Philosophy

Broward Community College is committed to the ideal of the worth and dignity of the individual. Its underlying philosophy is to provide opportunities for youth and adults to develop themselves for purposeful, gratifying, and useful lives in a democratic society. Paramount to such education are study programs designed to fit the varied educational and vocational goals of the students, as well as programs to provide co-curricular activities and community services consistent with the concept of the community/junior college. Operating in the larger context of local, state, regional, and national higher education patterns, the College seeks to respond to the needs of all students at their individual levels of ability and development.

Purposes

Broward Community College has as its main purposes the following:

1. To provide programs which parallel the first two years of degree programs in four-year colleges and universities.
2. To provide educational opportunities for the student who does not plan to complete a four-year degree program, but who can profit from the pursuit of a one-year and/or two-year program of technical, health, semi-professional, and occupational education beyond the high school level.
3. To provide programs which will enrich the cultural life and improve the personal efficiency of the student.
4. To serve as an educational and cultural center for Broward County and south Florida.
5. To provide special services, courses, and programs for groups with particular needs such as the culturally deprived, the senior citizens, those who need to learn new skills, and those who have specialized needs that can be met by short term credit and non-credit courses, seminars, lectures and classes, including regular offerings.

Accreditation

Broward Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

Equal Opportunity Policy

Broward Community College as an institution of higher learning is dedicated to the inculcation of the highest ideals of citizenship in a free society. The College seeks to set a proper example by complying with all relevant laws enacted at every level of government. Consistent with the American ideals of equality of citizens and the dignity and worth of each person, the College hereby states that equal employment opportunity and advancement and equal educational opportunity, as well as participation in programs and activities, are guaranteed consonant with appropriate laws without regard to race, religion, color, national origin, sex, age, handicap, veteran status, or any other such factor. All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The President of the College is empowered to implement this policy through appropriate personnel and by use of effective guidelines.

Sites and Buildings

Central Campus, which is located west of the Florida Turnpike and south of State Road 84 on Southwest Davie Road in Davie, covers approximately 150 acres. Currently, Central Campus has thirty-two buildings that include a planetarium, an observatory, and the Ralph R. Bailey Concert Hall. Central Campus also has an aquatic complex and athletic fields. The grounds are landscaped, and parking spaces are adequate to handle current enrollments. A perimeter road aids in keeping traffic problems to a minimum.

North Campus, which is adjacent to the Florida Turnpike at Exit 20 and south of Coconut Creek Parkway in Coconut Creek, covers approximately 113 acres. North Campus has eleven buildings that include the multipurpose OMNI. Landscaping and site improvements continue as the campus expands.

The Judson A. Samuels South Campus, which is located west of the Florida Turnpike on Hollywood/Pines Boulevard at 72nd Avenue in Pembroke Pines, covers approximately 103 acres. The campus has three buildings, including

the joint use BCC/South Regional Library that was completed in October 1983. The twenty acres of land facing Hollywood Boulevard are landscaped to create a park-like setting, and improvements continue as expansion occurs. Leased facilities used for classes and offices are located at the Pines Center east of 72nd Avenue on Hollywood/Pines Boulevard.

The Fort Lauderdale Center, which is located on east Las Olas Boulevard in downtown Fort Lauderdale occupies about 60,000 square feet in the old Landmark First National Bank Building. It houses the Administrative Offices, classrooms, and seminar rooms.

The Von D. Mizell Center offers classes and counseling/advisement at its location on Sistrunk Boulevard in Fort Lauderdale.

Southeast Florida Educational Consortium

Broward Community College, Miami-Dade Community College, and Florida International University are charter members of the Southeast Florida Educational Consortium established in 1977. Since that date, other public and private institutions have joined the Consortium. The organization links the member institutions in planning, maintaining, and evaluating cooperative efforts in academic programs, student services, and administrative support services. The overall objectives of the Consortium are to:

1. Increase and improve educational opportunities
2. Ensure smooth transition from the community college to the university
3. Provide easy access to institutional services for students and faculty
4. Effectively utilize human and fiscal resources.

The office of the Consortium is located at 11011 S.W. 104th Street, Miami, FL 33176.

Descriptions of specific cooperative arrangements between the Consortium campuses — and student/faculty procedures — are given in the appropriate sections of this Catalog.



SERVICES FOR STUDENTS ENTERING BROWARD COMMUNITY COLLEGE

Admissions

Admission to the College is based on a number of considerations, not one of which is the determining factor in deciding an applicant's eligibility for admission. Certain records and forms are required before a person can be unconditionally admitted to the College.

The steps in applying for admission to Broward Community College are as follows:

1. Contact any Campus Registrar's Office for the official application forms.
2. Complete all forms according to instructions given, and return them to the Campus Registrar's Office or mail to address on the application form.
3. After a review of all required information submitted by the students, the College Registrar's Office will notify the applicants of the decision regarding their admission.
4. The College will accept qualified applicants on a space and staff available basis. Broward County residents will be given priority. The College reserves the right to deny admission to any applicant when the College's ideals of scholarship and standards of conduct might be put in jeopardy by such admission.

General Admissions Requirements

1. Applicants must properly complete the Application for Admission form.
2. Applicants must have graduated from an approved high school or have received an equivalency diploma (GED). To earn a GED, a person must make an average score of 45 with no score less than 40. Applicants interested in taking the GED should contact one of the Broward County Adult/Vocational Centers. These Centers are part of the School Board of Broward County, not Broward Community College. Individuals not meeting the above requirements may qualify for **Special Student Admission** (See section on **Special Student Admission**).

FLORIDA RESIDENCY REQUIREMENTS

Determination of resident status for tuition purposes. Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees at Broward Community College.

(1) As defined under this section:

- (a) The term "dependent child" means any person, whether or not living with his/her parent, who is eligible to be claimed by his/her parent as a dependent under the Federal Income Tax Code.
- (b) A "legal resident" or "resident" is a person who has maintained his/her residence in this state for the preceding year, has purchased a home which is occupied by him/her as his/her residence, or has established a domicile in this state pursuant to s. 222.17.
- (c) The term "parent" means the natural or adoptive parent or legal guardian of a dependent child.
- (d) A "resident for tuition purposes" is a person who qualifies as provided in sub-section (2) for the in-

state tuition rate; a "nonresident for tuition purposes" is a person who does not qualify for the in-state tuition rate.

(2) (a) To qualify as a resident for tuition purposes:

1. A person, or if that person is a dependent child, his/her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to his/her qualification.
2. Every applicant for admission to Broward Community College shall be required to make a statement as to his/her length of residence in the state and, further, shall established that his/her presence or, if he/she is a dependent child, the presence of his/her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
- (b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the 5 years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.
- (c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he/she has provided such evidence related to legal residence and its duration as may be required by the college.

(4) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or re-enrolling at Broward Community College.

(5) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant

evidence of domiciliary intent. For the purposes of this section:

- (a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains his/her legal residence in this state.
 - (b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.
 - (c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
- (6) Any nonresident person, irrespective of sex, who marries a legal resident of this state, or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this state.
- (7) A person shall not lose his/her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his/her parent's or parents' serving, in the Armed Forces outside this state.
- (8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his/her resident tuition status because he/she or, if he/she is a dependent child, his/her parent or parent establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.
- (9) Any person who ceases to be enrolled at or who graduates from Broward Community College while classified as a resident for tuition purposes and who subsequently abandons his/her domicile in this state shall be permitted to re-enroll at Broward Community College as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has re-established his/her domicile in this state within 12-months of such abandonment and continuously maintains the re-established domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any person.

Changes in classification are made effective at the student's next registration, not retroactively. Legal papers proving guardianship, if appropriate, must accompany the application. Documentation for reclassification must be received prior to the last date to register for the term.

4. Applicants must pay the \$20.00 Application Fee (for credit and audit students enrolling in credit courses). This fee is nonrefundable.

5. Official transcripts of all educational records are required from every applicant who plans to earn a degree or certificate at Broward Community College.

a. High school graduates (no previous college) must submit an official high school transcript indicating date of graduation.

b. Transfer students who have attended another college or university must submit all transcripts from all institutions of higher education attended.

6. Students indicating non-degree-seeking status at Broward Community College are not required to submit official transcripts of their educational records. Students must meet the general admissions requirements as noted above, and if they have previously attended a college or university, must be eligible to return. Students indicating non-degree-seeking status on the application are affirming that they meet these requirements when they sign the official Broward Community College Application for Admission. Non-degree-seeking students may change their status by a written request submitted to the campus Registrar's Office. When this situation occurs, all transcripts required, as noted above in No.5, must be in the Registrar's Office prior to the degree-seeking student's next registration.

7. Complete information on the Application for Admission is required. Incomplete information will cause rejection of the application. False information will subject applicants to immediate dismissal without refund of fees paid.

The College reserves the right to request a physical, psychological, or a psychiatric examination from an applicant or student at any time that such course of action would seem to be in the best interests of the student and/or the College. Expenses incident to such an examination are the responsibility of the applicant or student.

8. All students entering college credit programs shall be provided with counseling which shall include tests or assessment procedures designed to measure achievement of college-level communications and computation competencies. The college may limit the admission of students whose level of achievement in communications and computation skills are below those defined by the college as required for successful performance in college-level credit programs.

9. Students whose attendance at the College was interrupted may apply for readmission and, if readmitted, will be subject to the rules and regulations that are in effect at the time of application for readmission. Students out for more than one year must update their residency affidavit at the time of registration.

The College Calendar lists registration dates. Students enrolling in a course after instruction has begun are at a distinct disadvantage. They are responsible for assignments and instructions missed. The College calendar should be consulted for the last date to register for class.

Recency of Credit

College courses completed more than ten (10) years prior to the date of enrollment (or readmission) at Broward Community College may require validation by examination. Please see program requirements or your advisor for further details.

Special Admissions Situations Students Still in High School

Superior high school students who meet the following requirements may attend Broward Community College prior to high school graduation:

DUAL ENROLLMENT- Superior high school students who have completed the 11th grade and lack only a very few courses to graduate may be admitted if they have earned an overall high school grade point average of at least 3.0 and have the written recommendation of their high school principals and guidance directors. Dual enrollment students attend high school and Broward Community College during the same term or terms.

EARLY ADMISSION - Superior high school students who have completed the 11th grade, have an overall high school grade point average of at least 3.0 and have obtained the written recommendation of their high school principals and guidance directors may be admitted to the early admission program. Early admission is contingent upon the successful completion of at least twenty-four (24) semester hours of credit with an overall grade point average of at least 2.0 for two consecutive terms and the high school's conferring a diploma recognizing graduation from high school.

Please note: Policy No. 5106 of the School Board of Broward County stipulates that a student must complete 2 consecutive terms of at least 12 semester hours each with an average of "C" or higher in order to receive a High School diploma.

Special Student Admission

(Students with No High School Diploma or General Equivalency Diploma)

Applicants not eligible under any of the above conditions who are 18 years old or older may be provisionally admitted on probation to non-AA degree programs. This probation condition remains until they have completed 12 semester hours credit (usually 4 courses) and have earned at least a "C" average. Meeting this requirement is considered by the College as sufficient evidence of equivalency to a high school diploma or the General Equivalency Diploma. Upon successful completion of this requirement, the student's special status will be changed to that of regular student, while those not making the "C" average on the first 12 hours will be suspended for at least one term. A student suspended under this policy may apply for readmission to the College after one term and may be readmitted to specific college programs as prescribed by Florida Statute 240.321. Applicants may contact a campus counselor/advisor for the details of the alternatives available for readmission.

Students Fulfilling Requirements For Another College (Transient Students)

Students attending other colleges or universities who wish to earn credits to transfer to those institutions may be admitted to the College as transient students. These students must present an official statement from the institution they have been attending which certifies that they are in good standing, and that the credits they earn at this College will be accepted as part of their programs there. Such students are not required to file transcripts of their previous college credits.

Transfer Students

1. Transfer students planning to earn a degree or certificate at Broward Community College must submit official transcripts from all colleges or universities attended. These official transcripts must be submitted during the first term of attendance. Registration for an additional term will only be allowed when all required transcripts have been submitted to the College.
2. Courses submitted that are not parallel with courses listed in the College Catalog will be evaluated, and credit toward graduation will be granted as approved by the Registrar.
3. All credits transfer in but may not be accepted depending on degree program. In any event, see your academic advisor for further information.
4. Failure to report previous college level work attempted constitutes a falsification of application and subjects students to loss of all credits earned. Suspension may result.
5. Transfer students will not be admitted to the College if they are not eligible for readmission to the institution where they have been attending college. Students transferring from other institutions or providing advanced standing for educational experience in the armed forces must meet the requirements for graduation as specified in the Catalog in order to receive an associate degree or certificate.
6. Credits earned in another college during suspension from Broward Community College will not be honored.

Allied Health Students

ADMISSION REQUIREMENTS:

1. Student must fulfill general admission requirements to the College.
2. Students should complete an Allied Health Admissions Application for desired Allied Health Program(s). Separate application must be made to each program. Applications may be obtained by calling 475-6770.
3. Transcripts for previous college work (including BCC) should be sent to the appropriate department.
4. Students must have a minimum grade point average of 2.0 for all college/school work attempted unless waived by the department.
5. Students are selected into programs based on established criteria for each program in accordance with Equal Access/Equal Opportunity standards and date of

application to the program. Criteria for placement can be obtained from the specific departments.

6. The number of students selected is limited and varies with the availability of clinical facilities, state licensure regulations, and other related criteria.
7. Students are notified in writing of acceptance or provisional acceptance. Some students may be notified by telephone because of late application or due to students who have withdrawn their application.

ADMISSION PROCEDURES:

1. Students must submit letter of application directly to appropriate Allied Health department. Students will receive appropriate forms and materials for admission.
2. Approval is based upon fulfillment of all admissions requirements. Students are responsible for completion and submission of all required forms and materials.
3. If a student is accepted into an Allied Health program but is unable to register because the class quota has been reached, the student must contact the department chairperson for approval to register for the next incoming class.

UNIFORMS:

Uniforms that meet the approval of the appropriate Allied Health faculty must be furnished by the students. Information regarding their purchase is given to each applicant following admission to a program.

LIABILITY INSURANCE:

All Allied Health Technology students are required to carry Professional Liability Insurance each term that they are in a clinical setting. The fee for this insurance is due at the beginning of each term and payable at the time of registration.

ACCIDENT INSURANCE:

It is recommended that all students in Allied Health programs carry accident insurance.

International Students

Broward Community College is committed to cooperating in advancing the educational endeavors of international students, particularly those in the Caribbean and Central and South American Countries. Broward Community College encourages the application for admission of students from other nations who show promise of profiting from their educational opportunities and experiences in the United States. Basically, students must have the equivalent of a high school diploma and have the potential to be academically successful along with written verification that they are proficient enough in oral and written English to do satisfactory work in the English language.

All international students should realize that Broward Community College is a two-year community college, providing the first two years only of the undergraduate bachelor's degree and a variety of technical-terminal programs.

The credentials of applicants for admission from foreign countries are evaluated in accordance with the general regulations governing admission.

1. Students must submit a completed International Student Application for Admissions.

2. Students must submit a complete academic record from the first year of secondary school at the time of application. All documents should be submitted in the language of the country, accompanied by English translation preferably certified by the United States Consulate. International students on a visa are required by the United States Immigration regulations to be enrolled full-time (12 semester hours).

3. Applicants must submit evidence that they are proficient enough in oral and written English to do satisfactory work in English. The Test of English as a Foreign Language (TOEFL) (Minimum score of 500) administered by the Educational Testing Service, Princeton, New Jersey, or appropriate scores certified by an English Language Institute is required prior to admission.

4. A statement of financial support is required for admission. All international students must have sufficient funds to cover tuition, fees, books, living expenses, transportation, and incidental expenses while attending college. Students must have these funds available when they register for classes each term. Approximate cost is \$8,000-9,000 per year.

5. International transfer students from other institutions of higher education in the United States must follow these procedures:

- a. Meet the requirements above in Nos. 1, 2, and 3.
- b. Submit the Immigration Form I-538 signed by the appropriate official in the institution they originally enrolled for or are attending.
- c. Submit a letter of good standing if currently enrolled.
- d. Submit an official final transcript verifying they have been enrolled as a full-time student and have earned at least a 2.0 grade point average.

Students provisionally accepted who do not meet the above requirements will be administratively withdrawn from Broward Community College and their money refunded.

6. International students must make satisfactory progress toward their degree objective each term. The following standards of performance will be required of all international students:

- a. Students must be enrolled full-time during any given term (12 semester hours).
- b. Students must successfully complete a minimum of 24 semester hours in 1 academic year.
- c. Students may not enroll for more than three consecutive years.
- d. Students must enroll continuously in appropriate English language courses as prescribed by the Division of Communications until all courses required for the degree are completed.
- e. Students must maintain a 2.0 grade point average.
- f. If a student does not conform to any of the above regulations, Broward Community College will deny admission for the following term.

7. Broward Community College does not provide, supervise, nor recommend student housing. International students should arrive in the Fort Lauderdale area several weeks prior to enrollment to arrange housing accommodations and transportation.

Broward Community College has limited financial aid available for foreign students. Therefore, applicants

must demonstrate the ability to finance their education in the U.S. by completing the "Statement of Finances."

Degrees and Programs of Study

An Associate of Arts - A.A. degree, Associate of Science - A.S. degree, and Certificates are offered. For detailed information on Degrees, Certificates, and Programs of Study, see Programs of Study, Section VI, of the Catalog.

The Community Services program description is also contained in Section VI.

Academic Advisement And Assessment

Academic advisement is available to all students during registration for each term at Broward Community College. Academic Advisors and Counselors help students plan their program of study, select individual courses, and assess their progress as they continue their studies.

New students must see an Academic Advisor or Counselor before they register. Transfer and returning students are encouraged to seek advisement in order to review their former records. Test scores and academic records are reviewed and a future program of studies is planned. Students may self-advise for ensuing semesters but are encouraged to return for advisement if they encounter academic problems, plan a change in educational goals, or desire to consult periodically with an Academic Advisor or Counselor on the accuracy of their self-advisement. Students must return for a graduation evaluation prior to their last term at Broward Community College.

Who Shall be Assessed:

1. All first-time-in-college degree-seeking-students shall be assessed as to their communication and computation competencies (English, Reading and Mathematics). This includes students who identify themselves as seeking the following degrees: Associate of Arts - A.A., Associate of Science - A.S., and Certificates.
2. All non-degree seeking students will be required to take the placement examination upon completion of 12 credits unless an exception is granted by the campus Dean of Student Development. A degree-seeking student who seeks admission counseling will be encouraged to take appropriate courses that will enable them to meet their academic and personal goals.
3. Non-degree seeking students wishing to take basic skills courses (Reading, English and Mathematics) must take the placement examination.
4. Returning and transfer students who are not planning to seek a degree, who seek admission counseling will be encouraged to take appropriate courses that will enable them to meet their academic and personal goals.

Assessment Procedures:

All degree-seeking students who have not had previous college work as determined by their application forms must take the assessment test and be advised for courses in the Counseling/Advisement Office. All returning, transfer and non-degree seeking students will be advised to contact the Counseling/Advisement Office for assistance

in the registration process.

1. If a degree-seeking student has taken the S.A.T. or ACT, MAPS or ASSET previously, the student should make an appointment with the Counseling/Advisement Office for advisement and registration. The student will not have to be tested further.
2. If a degree-seeking student has not taken the S.A.T., A.C.T., MAPS or ASSET, he/she must be tested prior to advisement and registration. Placement in appropriate courses will be based on the results of the test. Previous school records and the student's academic and career goals will also be used in determining proper course selection.
3. All non-degree seeking students will be required to take the placement examination upon completion of 12 credits unless an exception is granted by the campus Dean of Student Development.
4. Tests utilized in the assessment process: Cut off scores for all tests have been determined by the State Board of Education and the appropriate academic departments and student development staff. If a student's score, falls below the cutoff score, the student must enroll in and successfully complete the appropriate college preparatory course prior to enrolling in college level courses in that area. Students who must take college preparatory courses must begin taking these courses immediately and must maintain continuous enrollment until they complete all required college preparatory courses. Students enrolled in college preparatory courses may enroll in other college level courses.

Placement testing for students who have English as their second language is available through Special Services in the Test Center. The Comprehensive English Language Test (C.E.L.T) is used for English placement.

Referral for individual testing must be made by a Counselor, Advisor, or faculty member. The student returns to the Counseling Office for interpretation of the test results and advisement for course selection.

Registration

After students complete the class schedule form through either counseling or self-advisement, the next step is registration. The student takes his schedule of courses to the Registration Office where it is entered onto the computer. The completed registration slip is then given to the student with a total of fees and a date that payment is due. Fees may be paid immediately, or by the date shown on the registration slip.

Schedules may be changed as often as necessary at no charge to the student. Check dates of registration in the College Calendar.

Orientation

The Orientation Program is designed to assist students in making an adjustment to college. The program provides the students with information about campus facilities, activities, and services. In addition to introducing the Administration and Staff, Broward Community College rules and regulations are discussed, and the responsibilities of students are explained. The Orientation Program is offered prior to the beginning of Term I, and participation of all new students is encouraged.

Orientation materials are available in the Counseling/

Advisement Office for students who begin classes in Terms II and III. The Student Handbook and Intramural Handbook are available in the Student Activities Office.

FINANCIAL AID, VETERANS AFFAIRS AND HANDICAP STUDENT SERVICES

Financial Aid

The purpose of the financial aid program at Broward Community College is to provide needed funds and financial counseling to students who can benefit from further education but who cannot afford to attend college without financial assistance.

Parents and students are expected to contribute toward a student's educational expenses according to their means, taking into account their income, assets, number of dependents and other relevant information. Financial aid is offered after a determination is made that the resources of the family are insufficient to meet the student's educational expenses.

All students applying for financial aid must complete a Broward Community College Financial Aid Application and declare a major field of study with the Registration Offices. Students applying for any of the Federal and State programs must complete a CSS Financial Aid Form (FAF).

Financial aid application packets containing the required forms are available in each campus Financial Aid Office and at all Broward County high school guidance offices.

The priority deadline date is April 1st for the following academic year, however, applications will be accepted after April 1st and will be considered on the basis of available funds. Students must reapply for funds each year. (There is no priority deadline for Pell Grants and Guaranteed Student Loans).

For complete information on all financial aid programs and application procedures, students are encouraged to request a copy of "Money Talk", a financial aid handbook which is available at all campus Financial Aid Offices.

Financial Aid Office Locations:

Central Campus	North Campus	South Campus
1st Floor	2nd Floor	2nd Floor
John Payne Hall (Bldg. 7)	Library Bldg. (Bldg. 49)	Schlesinger Hall (Bldg. 71)
475-6573	973-2330	963-8845

ACADEMIC SCHOLARSHIPS

Full time students with a minimum 3.0 cumulative GPA, who wish to apply for a scholarship, may complete an Academic Scholarship Application. These applications along with "Academic Scholarships", a brochure listing complete information on potential donors and application procedures, are available at all campus Financial Aid Offices.

SCHOLARSHIP LIBRARY

Central Campus offers a library of scholarship source books for students interested in seeking out additional sources of assistance.

Types of Aid Available

FEDERAL PROGRAMS

Pell Grants provide free money to eligible students who are enrolled for 6 credit hours or more. As it is the base upon which all other aid is awarded, every student is required to apply for a Pell Grant.

Supplemental Educational Opportunity Grants (SEOG) are available on a very limited basis to eligible students. Priority is given to full-time students with the greatest financial need.

College Work Study (CWS) is a program which provides part-time jobs for students to enable them to earn part of their college expenses while gaining valuable experience. Normally students work 15 hours per week and receive minimum wage in a variety of jobs both on and off campus. Priority is given to full-time students.

Guaranteed Student Loans (GSL) are low-interest loans made directly by participating banks, credit unions, or other lenders. Loans are available to students taking at least 6 credits, up to a maximum of \$2,500 per year. Repayment of new loans will begin 6 months after graduation or withdrawal from school at 8 percent interest.

Nursing Student Loans (NSL) are 6 percent loans provided for needy students who are accepted in the Associate of Science degree program in Nursing at Broward Community College.

STATE PROGRAMS

Florida Student Assistance Grants (FSAG) are awarded by the State of Florida to needy full-time students. Bona fide residents of Florida for the preceding 2 years applying before the April 1st deadline, may apply by checking the appropriate box on the FAF. Students will receive their award determination directly from Tallahassee.

Florida College Career Work Experience Program (CCW) jobs provide challenging part-time employment opportunities with outside employers and agencies for eligible needy students. Students who have resided in Florida for 24 consecutive months are eligible for consideration. Students must complete a BCC Financial Aid Application and CSS Financial Aid Form (FAF) or GSL Needs Test in order to be considered.

Florida Academic Scholars Fund Residents of Florida who have demonstrated outstanding high school achievement may receive a \$500 scholarship. Applications are available in high school guidance offices and Broward Community College Financial Aid Offices.

PRIVATE SOURCES

Donor Scholarships

Many civic and professional organizations in Broward County donate scholarship funds to Broward Community College. Normally these scholarships require a minimum 3.0 GPA and full-time attendance. The awards usually range from \$100 to \$600. Interested students should complete a Broward Community College Academic Scholarship Application Form and submit it to the Financial Aid Office.

BROWARD COMMUNITY COLLEGE FINANCIAL ASSISTANCE PROGRAMS

B.C.C. Student Assistants Program (BSA) provides part-time jobs for students in various departments on each campus. Students must be enrolled for at least 12 credits, and maintain a minimum 2.0 grade point average. Normally students work 15 hours per week and receive minimum wage.

Short Term Loans are available on a limited basis in cases of financial emergency. Application must be made at a campus Financial Aid Office. Repayment must be made before the end of the term in which the loan is made.

Broward Community College Tuition Scholarships Students demonstrating academic excellence, proving high financial need, performing service to the College, or experiencing a financial hardship may qualify for a tuition scholarship.

Unless otherwise stated, tuition scholarships are limited to a maximum of 32 credit hours per academic year for a maximum of 64 total credits. Students who withdraw from classes paid by a tuition scholarship may be required to make repayment.

All scholarships are awarded each year on the basis of available funds. Unless otherwise indicated below, eligible students apply by completing an Academic Scholarship Application.

Categories are as follows:

Athletic Scholarships

Qualified members of BCC athletic teams are eligible to be recommended by the Director of Intercollegiate Athletics for tuition scholarships based on their service to the College.

Scholars Awards

Students who graduate in the top 10% of their high school graduating class, from a Broward County high school, may be recommended to the Scholars Program Selection Committee. Students selected for this award must maintain a minimum 3.25 term GPA and complete a minimum of 12 credit hours per major term. A special application and required recommendations must be submitted to the Honors Program Coordinator.

Principals Honors Scholarships

These scholarships are awarded to academically superior graduating seniors from Broward County high schools and adult centers, based upon the recommendation of the school principal. Students must maintain a minimum 3.0 GPA and complete a minimum of 12 credit hours per major term.

Earl Nightingale Scholarships

Tuition scholarships are awarded to students demonstrating academic excellence in the area of marketing or sales, on the recommendation of the Business Administration Department.

Merit Scholarships

These scholarships may be granted to high achievement students based on their academic accomplishments, talents, academic promise or service to the College. Application is made to the Director of Financial Aid and is based upon the recommendation of a faculty member.

Need Scholarships

These scholarships will pay tuition for disadvantaged students who need financial assistance in order to attend BCC. Selections for these scholarships are at the discretion of the Director of Financial Aid or his/her designate. A BCC Financial Aid Application and Financial Aid Form or Needs Test must be submitted.

Fire Rescue Scholarships

In consideration of the establishment of the Judson A. Samuels Campus at North Perry Airport, eligible Broward County Aviation Division employees are entitled to a tuition scholarship for fire rescue training. Application is made directly to the Broward County Aviation Division.

Broward Community College Tuition Waivers

The following categories are authorized by the State Legislature:

Early Admission Waivers

Superior public high school students who have completed the 11th grade, have an overall high school GPA of at least 3.0, and have obtained the written recommendation of both their high school principal and guidance director, may be admitted to the early admission program and have their tuition, matriculation, application and all other fees waived up to a maximum of 24 semester hours.

Dual Credit Waivers

Broward County public high school 11th or 12th grade students with a minimum 3.0 GPA who are enrolled in BCC courses for which they will also earn credit toward their high school diploma, are eligible to have their tuition, matriculation, application, and all other fees waived.

Senior Citizen Waivers

Florida residents who are at least 60 years of age are eligible for a waiver of application and matriculation fees on a space available basis. Qualified senior citizens may register for classes after the end of the drop and add period of any term registration. This privilege shall only apply to courses for which there are no established selective admissions criteria. Applications are available in the Financial Aid Office on each campus.

Special Risk Waivers

Any dependent child of a special risk member, as defined in FS 121.021, shall have matriculation and tuition fees waived, if the special risk member was killed in the line of duty. Students are eligible until their 25th birthday.

Veterans Benefits at Broward Community College

Broward Community College is committed to providing services to veterans who have served honorably in the United States armed forces and their eligible dependents. There are VA advisors on each campus to provide assistance with all phases of VA paper work, act as a liaison between the student and the Veterans Administration in St. Petersburg, and provide benefit counseling. BCC is approved for veterans' training in Associate Degree programs. In addition to being subject to the College's academic standards as outlined in the College Catalog, students receiving veterans benefits must also comply with the

VA standards of progress. Payment of benefits cannot be continued after a student has been on academic probation for two consecutive terms. Students needing assistance can contact a VA Advisor on Central Campus at 475-6552, on North Campus at 973-2313, and on South Campus at 963-8868.

For complete information on eligibility for veteran and dependent benefits and application procedures, students are encouraged to request a copy of "Veterans Affairs Information", a handbook which is available from each campus VA Advisor.

Handicapped Student Services

As an Equal Access/Equal Opportunity Community College, BCC seeks to comply with all relevant laws enacted at every level of government to provide services for students with special needs. Handicapped students are assured participation in all College activities and services. An office on each campus assists students with special needs. Individuals who plan to attend BCC should contact the Handicapped Services Advisor on the campus they wish to attend. These students will be assisted in adapting to the college environment, and information will be given on how to utilize most effectively all aspects of Broward Community College. Some of the services available are note-taking, specialized testing, interpreters for the deaf, and readers for the visually impaired. Specialized equipment is also available to assist handicapped students in pursuing their academic objectives. Students receiving assistance from Vocational Rehabilitation or Blind Services must also fill out a Financial Aid Application at Broward Community College.

Students with disabilities who need assistance may contact a Handicap Services Advisor on Central Campus at 475-6527, on North Campus at 973-2313, and on South Campus at 963-8868.

For complete information on disabled student services, available equipment and other aids, students are encouraged to request a copy of "Handicap Services", a handbook which is available from each campus Handicap Services Advisor.

ACADEMIC REGULATIONS

Standards of Conduct

Broward Community College students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at Broward Community College, obligate themselves to obey all rules and regulations which the institution formulates including those contained in the College Catalog and the Student Handbook. Copies of the College Catalog may be obtained in all Registrar's Offices. Copies of the Student Handbook, which contains specific disciplinary rules and regulations as well as procedures followed in the case of infractions, may be obtained in all campus Student Activities offices. It is the responsibility of students to obtain these publications and to be thoroughly familiar with their contents.

Term System (Semester System)

The term system is used. The academic year is divided into three terms. Terms I and II are approximately seventeen weeks in length, and Term III approximately twelve weeks. Terms I and II are also divided into A and B segments of approximately eight weeks each. Thus there are at least six periods of enrollment throughout the year. Term III is divided into two parts, Term III-A and Term III-B.

Unit of Credit (Semester Hour)

The unit of credit is the semester hour, representing 15-16 hours of instruction. Generally, two hours of laboratory work count as one hour of class work. The schedules in Terms I-A, I-B, II-A, II-B, III-A, and III-B are adjusted to include the same time equivalent as is used in the longer terms.

Academic Load

To be considered full-time, students must carry a minimum load of 12 hours. Usually the offices of Social Security, Railroad Retirement, and Veterans Administration consider 12 hours as a full load for determining subsistence. Fifteen or sixteen hours is the normal student load, and 18 is the maximum which may be carried. However, students who make a qualifying point average of 3.2 or above may carry an extra course, but in no event shall the maximum load exceed 21 semester hours. The maximum load for Term III-A or III-B is nine semester hours; the normal load is six semester hours.

Classification of Students

A student who has earned 25 or more semester hours credit is classified as a sophomore.

Ways to Complete Degree Faster

Several options are available to students to accelerate the completion of their programs: Advanced Placement; College Level Examination Program (CLEP); Dual Enrollment (see Admissions); Early Admission (see

Admissions); Term combinations; and Credit for Experiential Learning.

A) Advanced Placement

The College cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Entrance Examination Board. Credit is given for courses for grades of 3 or better.

B) College Level Examination Program (CLEP)

Students who score at the 50th percentile or above on certain general or subject examinations administered by the Education Testing Service in its College Level Examination Program may be granted up to 30 semester hours of credit. Details of the policy are available from the Counseling Office.

C) Term Combinations

Through the appropriate use of minimesters (Terms I-A, I-B, II-A, and II-B) and Weekend Classes in combination with regular terms, students can shorten the time for completion of degree requirements significantly.

D) Credit for Experiential Learning

The Experiential Learning Program, developed primarily for working adults, is designed to recognize the academic value of what the student has learned through his/her experience outside the college classroom by awarding academic credit. This learning - referred to as prior experiential learning - may result from such activities as work-experience, employment-related training programs and seminars, volunteer work, military service or intensive self-directed study, and must have a direct relationship to courses and programs offered at the college.

Students should contact the Office of Cooperative Education and Experiential Learning for details.

Cancellation of Previous Unsatisfactory Record

Students seeking an A.S. degree or Certificate who have a previous unsatisfactory academic record which is two or more years old may have the record cancelled under an established policy for students in these special programs. Students interested in having this policy applied in their case should contact a counselor and the Dean of Academic Affairs for further information and details.

Class Attendance Policy

It is the responsibility of each instructor to formulate an attendance policy and to insure that this policy is communicated in writing in a timely and clear manner to all students attending classes.

The instructor may withdraw violators of his/her attendance policy by simply reporting a "W" on a corrected class roll and submitting the corrected class roll to the campus Registrar's Office, or by processing an administrative withdrawal form. The student is responsible for adhering to the instructor's policy and for officially withdrawing from class.

Official Withdrawals

The College permits withdrawal from a course without receiving a grade penalty (a "W" will be assigned) during the first 55% of the term. The withdrawal dates for each term are listed in the College Calendar. Any student who fails to officially withdraw, and stops attending his/her course(s) will be assigned a grade of "XF".

If a student withdraws from a course(s) during the term he/she must apply to the instructor(s) for permission to reenter the course and do all work required for full credit. This permission normally will be granted at the discretion of the instructor.

Examinations and Tests

Each instructor is free to direct his/her class and to give such tests as are necessary. Usually there is a midterm examination and more frequent subject examinations. All instructors are expected to give final examinations according to the schedule issued by the Registrar's Office.

Grades and Records Policy

1. Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term.

2. Grade points are earned and recorded as follows:

GRADE POINTS PER SEMESTER HOUR

Grades	Points
A Excellent	4
B Good	3
C Average	2
D Passing	1
F Failure	0
I Incomplete	0
W Official Withdrawal	0
XF Failure-excessive absences	0
-unofficial withdrawal	
X Audit	0
NC Non-credit course	0
*NG No Grade Assigned	
(Special Services, specialized B.A. courses, Allied Health Care courses, and self-paced courses)	0
NR Grade not received	0
S Satisfactory	0

*Only grades of A, B, C, or NG are assigned in Special Services courses, and specialized Business Administration courses.

Grade point averages for graduation and honors are calculated only on college level academic work.

3. An "I" grade may be assigned when students fail to complete course requirements because of emergencies such as serious illness. To have an "I" grade removed, students must appeal in writing to the respective instructor for permission to make up the work. If permission is granted, then the student must follow through; and the instructor must submit an official grade change.
4. Grade point averages are computed on all work attempted at all colleges.

Scholastic Standards

To complete certificate and degree programs, students must average at least "C" (2.0) on all academic work attempted.

When a student's term average is less than 2.0, he/she will receive an academic warning. During any subsequent term, he/she will be placed on academic probation if he/she has attempted 12 or more hours but has earned less than a 2.0 cumulative grade average. Any student on academic probation will receive an academic suspension at the end of any term thereafter if he/she has 20 or more quality points below a "C" (2.0) cumulative average. Any student on academic probation who does not successfully complete 50 percent of the total hours attempted for any two consecutive terms will receive an academic suspension for one term. However, no student maintaining a 2.0 term average will be suspended.

Any student returning after academic suspension will be on probation while he/she has 20 or more quality points below the term 2.0 average. After any academic suspension, the student is required to discuss his/her academic progress and scheduling needs with a counselor before registering again. Any student failing to maintain a 2.0 term average during that probationary period will be dismissed for twelve (12) months. To reapply following a twelve-month dismissal, the student must petition the Academic Standards Committee with sound reasons for readmittance.

Transfer students are subject to these same academic regulations. In addition to these regulations, students on scholarships or federal, state or other financial aid programs are subject to the special regulations associated with the respective programs.

Hours attempted are calculated at the end of drop-add and include A, B, C, D, F, XF, and W. Incomplete grades (I) and audit grades (X) will not be included in the calculation of hours attempted.

Audit

Students must complete a card requesting to audit a course at the time they register.

Students who are approved for auditing a course must agree to attend the class regularly and meet all class assignments requested by the instructor. A course may be changed from credit to audit prior to the deadline date published in the college calendar. Students may take a course previously audited for credit at a later date but they may not petition for credit on the basis of the previous audit.

Repeating Courses

Responsibility for loss of credit because of duplication of courses rests with the students. Repetition of a course removes the previous grade from students' records only for the purpose of calculating grade point average. The original grade remains, but only the grade earned in the last attempt is used for calculating the GPA.

The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing students' grade point averages after the A.S. and A.A. degrees are awarded.

Academic Honors

The College recognizes scholastic achievement at the end of each regular term.

The President's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 4.0

The Dean's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.5 to 3.99.

The Honor Roll includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.25 to 3.49.

Graduation and Degree Requirements

Students planning to earn a degree or certificate at Broward Community College must contact a campus academic advisor and make an appointment for a preliminary evaluation for graduation at least one term prior to their anticipated graduation. Students are encouraged to see an academic advisor each term prior to their registration, but degree-seeking students must do this prior to their registration for the term they plan to graduate. A copy of this preliminary evaluation for graduation must be submitted to the Campus Registrar's office. This preliminary evaluation will be processed by the College Registrar's Office, and students will be mailed an "eligibility to graduate form," to allow them to pay their graduation fee. Diplomas are ordered in accordance with the date established in the College Catalog. Late payment will result in the late ordering of the diploma.

There is no ceremony for Term I and Term III graduates. Their diplomas will be mailed to them after a final graduation check is made by the Registrar's Office to confirm that they have successfully completed their graduation requirements for their degree as stated in the College Catalog. Students not meeting their degree requirements will be contacted by the Registrar's Office.

There is a formal graduation ceremony for Term II May graduates. Only diploma covers will be issued at the ceremony. Diplomas will be mailed to those who have successfully completed their degree requirements after the final graduation check is made by the Registrar's Office.

The degree requirements are as follows:

1. Earn at least 60 semester hours of approved credit excluding 4 hours of HPRD activity courses which are required for the A.A. Degree and the number of hours as listed in the College Catalog for the A.S. Degree.
2. Achieve an average grade of "C" (2.0) or above on all work attempted.
3. Complete 24 credit hours at Broward Community College, including the last 12.
4. Pay graduation fee and participate in the formal graduation. (The graduation fee is not refundable).
5. Fulfill all financial obligations to the college.

Honors are computed on a minimum of 40 academic hours earned at Broward Community College. All hours attempted at all institutions attended are used in calculating the GPA for honors.

Hours and grade points earned in College Preparatory Courses will not count toward an A.A. Degree and will not count toward the A.S. Degrees.

Students may graduate either under the catalog in effect when they first enrolled if attendance has been consecutive, or the one in effect at the time of their graduation. If attendance has been broken, students must meet the requirements of the catalog in effect when they re-enrolled, provided attendance has been consecutive, or the one in effect at the time of graduation.

STUDENTS SHOULD SEE PAGE 35 FOR STATE CLAST REQUIREMENTS.

Graduation with Honors

Students must complete a minimum of 40 semester hours at Broward Community College to be eligible for graduation with honors. The calculation of the grade point average for honors includes not only the Broward Community College record but any previous credit transferred to Broward Community College.

Students may graduate with honors in three grade-point categories:

Honors: Cumulative grade point average of 3.250-3.499.
High

Honors: Cumulative grade point average of 3.500-3.749.
Highest

Honors: Cumulative grade point average of 3.750-4.000.

Students who earn the Honors Certificate are also recognized at graduation. The Honors Certificate requires 15 credits of Honors course work.

Transcripts (No Charge)

Students should make written requests to the Registrar's Office at least two weeks before the credentials are needed. No transcript or official statement will be issued for students who are financially indebted to the College, or who have not fully satisfied admission requirements. A request for transcript of credit should give the last date of attendance at the College. Married women should give their maiden names as well as their married names.

Academic Support Services and Activities Available

Bookstores

The Broward Community College Bookstores are owned and operated by the College and function as a service to the faculty, students, administration, and staff by providing the necessary tools of education.

The Bookstores offer a complete line of textbooks, both new and used, and a large selection of paperbacks. College supplies include art and engineering supplies, college jewelry, soft goods, stationery items, and other merchandise. Extra services include special orders for books not normally carried as basic stock, film processing, and buy-back of used books.

Prices are established according to appropriate policies typically found in other colleges and universities.

The Central Campus Bookstore is located in Building 18 (next to the Hospitality Center).

The North Campus Bookstore is located in Building 48 (Hospitality Center).

The South Campus Bookstore is located in Building 71 (Schlesinger Hall).

The bookstores are normally open from 7:45 a.m. to 7:15 p.m. on Mondays through Thursdays and from 7:45 a.m. to 3:30 p.m. on Fridays. Extended hours are in effect at the beginning of each term. Hours during the summer months are from 7:45 a.m. to 3:30 p.m.

Consortium Library Privileges

Currently registered students, faculty, and staff may use the library on any of the nine campuses of Broward Community College, Florida International University, and Miami-Dade Community College, including having access to periodicals and other materials not on open shelves. Some materials are placed on reserve to restrict their use. Each library has the periodical lists of the other consortium campuses. Students may borrow materials from any of the consortium campuses through an inter-library loan arranged at their home campus library. The procedure for arranging an inter-library loan is as follows: Students present a valid fee receipt or student ID for the current registration period; faculty present current staff identification.

Cultural Affairs Office and College Performing Arts Facilities

Consistent with the college's stated purpose of serving as a cultural center for Broward County and South Florida, the Office of Cultural Affairs sponsors numerous cultural performances throughout the year. Running the full artistic and theatrical gamut from ballet to flamenco, from Broadway musicals to opera, magic shows to folk ensembles, the Cultural Affairs season offers something for everyone.

Performances are held at the College's Bailey Hall and OMNI, Parker Playhouse, War Memorial Auditorium, and other community locations.

The College maintains two magnificent performing arts centers: the beautiful 1200 seat Ralph R. Bailey Concert Hall on Central Campus, and the 600 to 2100-seat,

acoustically superb OMNI on North Campus. Both are equipped with rehearsal, audition, and choral practice rooms used by more than 20 of Broward Community Colleges performing groups. Both buildings and their facilities are available to all organizations in the county at a minimal rental.

Fine Arts and Cultural Affairs

MUSIC — College Singers, North Broward Community Chorus, Broward community College Choral Society, Concert Choir, Chamber Singers, Opera Workshop, Chamber Ensemble, Jazz Ensemble, Neophonic Jazz Ensemble, Adult Jazz Band, Symphonic Band, Broward Symphony Orchestra, Broward Community College Youth Symphony Orchestra, Broward Community College Youth Symphony, and Broward Community College Symphonette are presented for various College and community events.

THEATRE — Plays and/or musicals are staged each term by the Theatre Department faculty, students, and community members who wish to participate.

FINE ARTS GALLERY — The Fine Arts Gallery supports and enhances the academic programs offered by the Art Departments of Broward Community College. Art exhibitions, lectures, and shows by artists of regional, national, and international acclaim are among the programs offered to the college and the community.

ART LYCEUM — the Art Department exhibits works by faculty members, students, and visiting artists. In addition, it sponsors an Art Film Series.

ADDITIONAL PROGRAMS — Aside from the above-listed music, drama and art activities, many speakers are presented each year, and the members of the College community speak frequently to civic, church, and cultural groups. Various student groups, through the Student Activities program, sponsor events of interest during the College year. The Buehler Planetarium presents two weekly shows to the public and many special shows to public schools and civic groups.

Foreign Study Program

Broward Community College holds a strong commitment to provide students with an opportunity to enroll in an overseas academic program. It is recognized that all students will benefit from the added dimension to their education by participating in a foreign study experience. Broward Community College has conducted study programs in foreign locations since 1974. Students participating in these programs receive transferable college credit. Broward Community College offers several overseas academic programs for students of all ages. Both short-term (summer) and long-term (semester) programs are offered. Examples of study abroad programs offered at Broward Community College include:

SEMESTER-IN-SPAIN PROGRAM: The Broward Community College Center in Spain was established in 1979 to provide students with an opportunity to study for several months in a foreign country at reasonable cost. Students live and attend classes in the beautiful city of Seville, Spain, and earn 15-18

semester hours credit by participating in the program. Unlike other programs in Spain, the Broward program does not require proficiency in Spanish; any student may participate as the language of instruction is English. Students participating in the Spain Program may choose from several housing options including Spanish families, private apartments, dormitories, and pensions. The approximate cost is \$2300 per semester, including air fare.

COLLEGE CONSORTIUM FOR INTERNATIONAL STUDIES (CCIS)—Broward Community College is an active member of the College Consortium for International Studies, a national organization founded for the purpose of providing high quality international/intercultural programs abroad. As a result of this membership in CCIS, Broward offers semester-length academic programs in over a dozen countries including England, France, Germany, Ireland, Italy, and Israel. Students earn Broward Community College credits when they enroll in any of these programs.

SUMMER FOREIGN-STUDY PROGRAM: Broward Community College also conducts several short-term overseas academic programs in foreign locations during the summer terms. These courses, which are open to any interested person in the community as well as to currently enrolled students, provide an excellent opportunity to combine the foreign travel experience with academic instruction. By taking advantage of group rates and favorable arrangements with area travel agents, the College is able to offer these overseas academic programs at considerable savings. All foreign-study courses combine on-campus instruction with the foreign travel experience. Participants typically earn six semester hours of credit in a variety of subjects and many courses are of an interdisciplinary nature. These courses are fully accredited and may be applied toward a degree at Broward Community College or used for other purposes such as certificate renewal and/or incentive awards for public school teachers. Approximately five different study-tours are offered each summer, with opportunities to study in Europe, the Middle East, Mexico, and the Orient.

Honors Institute

The Honors Institute at Broward Community College includes both special classes that are reserved for Honors students and "Honors Option" classes that may be taken by individual students for Honors credit.

The core of the Honors Institute program consists of special classes reserved for the Honors students; these classes feature in-depth studies, independent research, and creative approaches to problem solving. Special Honors classes are offered on all campuses in many areas, including: Anthropology, Biology, English Composition, History, Literature, Psychology, Sociology, Speech, and Interdisciplinary Studies.

Supplementing the core program are the "Honors Option" classes which may be taken by individual Honors students for Honors credit. Such credit is awarded to students who make a grade of A+ and satisfactorily complete an assigned Honors project. All campuses offer "Honors Option" classes in a variety of areas, such as: Art, Accounting, Botany, Calculus, Computer Science, Constitutional Law, Engineering Physics, Modern Foreign Languages, Organic Chemistry, Theatre, and Zoology.

The Honors Certificate

The Honors Certificate is awarded to students who earn at least fifteen credits in Honors classes, including three credits in the Honors Interdisciplinary seminar, and who demonstrate computer literacy and competency in a foreign language.

National Dean's List

Full-time students earning a 4.0 grade point average in any one term are awarded a President's List Certificate. These students are then nominated by the Honors Institute for the National Dean's List.

Scholarships

One hundred "Scholar's Awards" are presented annually to selected students who rank in the top 10 percent of their graduating class in a Broward county high school. These scholarships provide admission into the Honors Institute plus full tuition at Broward Community College for two years. They may be continued for an additional two years at Florida Atlantic University or Florida International University. Additional scholarships for use at Broward Community College and upper division universities are available for other outstanding students in the Honors Institute.

Phi Theta Kappa

The national scholastic honor society, Phi Theta Kappa, has a chapter on each campus of Broward Community College. Students earning at least a 3.5 grade point average are nominated for membership. The society provides opportunities for leadership and scholarship as well as fellowship with other students of high academic standing.

Social and Cultural Events

Special social activities, ranging from picnics to theatre parties, are provided for students in the Honors Institute. Honors students are encouraged to attend and to participate in the many cultural events presented by Broward Community College. Whenever possible, reduced fares are made available to students in the Honors Institute.

The Brain Bowl

Students in the Honors Institute program have the opportunity to compete for a place on the Broward Community College Brain Bowl Team. Regional and state winners of the annual Florida Community College Brain Bowl receive cash prizes and earn scholarships to upper division universities.

Honors Studies Abroad

Honors students who participate in the Broward Community College Semester Program Abroad, including Spain, England, France, and Israel, may earn honors credit by special arrangement with the Honors Director.

Honors Alumni Association

Graduates of the Honors Institute are eligible for membership in the Honors Alumni Association. The organization meets regularly, publishes a newsletter, and provides a network system for members. The members are invited to Honors Institute events, and the Honors Alumni Association provides a scholarship to an outstanding student in the Honors Institute.

International/Intercultural Education

Broward Community College recognizes the importance of providing for students an international and intercultural dimension. As citizens of the United States and as

inhabitants of planet Earth, today's students will be confronted throughout their lives with issues that transcend national boundaries. So interconnected is the political and economic world that some understanding of current issues and the events that shape them, as well as an appreciation for other cultures and customs throughout the world, is now basic to good citizenship. This has become an essential aspect of today's curriculum.

It is further recognized that community colleges have a major responsibility in providing an international/intercultural dimension because of the increasing number of students for whom the community college will provide the only college-level educational experience. Moreover, the nature of the community college and its emphasis on serving a local constituency require that this global agenda be addressed.

It is the policy of Broward Community College to encourage and support the development of the many aspects of international/intercultural education which include:

- (1) structured process for the involvement of the community and the College;
- (2) study abroad programs;
- (3) international curricula;
- (4) proper and effective programming of international students on campus;
- (5) programs of an international/intercultural nature for the community;
- (6) student, faculty, and staff exchange programs;
- (7) consultant and support services with foreign institutions and,
- (8) staff and program development activities.

Learning Resources

Broward Community College offers a continually broadening program of Learning Resources support services to staff and students. These services are divided into four distinct categories.

1. Audiovisual Services

This area of service concerns the acquisition, cataloging, scheduling, distribution, and maintenance of audiovisual materials and equipment used in supplementing classroom instruction.

2. Media Production

Learning Resources is adequately equipped to design and produce a wide variety of instructional materials including black and white photographs, color slides, overhead transparencies, and audio and video tapes.

3. Closed Circuit Television

A closed circuit television network interconnecting all classrooms on each of the College's campuses is capable of conveying several simultaneous live or prerecorded color TV programs for supplementing classroom instruction. College personnel produce many of their own supplemental video tape materials in a color production studio.

4. Learning Laboratories

Direct service to students is provided through a Learning Laboratory on each of the Broward Community College campuses. Each of these is equipped with the necessary audiovisual materials and equipment for providing remedial, supplemental, and enrichment instructional experiences to students.

Libraries

Trained professional librarians with many years of college and university library experience are available and eager to assist students at all times the libraries are open. An atmosphere of academic research is maintained in the reading rooms which house the principal book collections on shelves open to students. Hours that each of the libraries is open are posted. The libraries are generally closed on legal and academic holidays. Students must show a Broward Community College library card to borrow material. These cards are issued at the libraries only upon presentation of current paid fees receipts. *The Library Handbook* available for purchase in the bookstore contains additional information on the use, policies, and regulations of each campus library.

The Library staff encourages students and faculty to make suggestions for the improvement of service to the College community and also appreciates recommendations for titles of books to be added to the collection. In most instances books added reflect primarily the courses of instruction given at each campus. Broward Community College students may use and borrow from any or all of the three campus libraries, but they must return material to that library from which they borrowed it.

All campus libraries conduct a library orientation program, usually toward the beginning of each term in conjunction with some English classes; however, any student wishing to attend this orientation session may do so by speaking with a librarian. Times of the sessions are posted in each library.

The Central Campus Library, on the second floor of Building 17, is conveniently located in the center of the campus. It has a book collection of 140,000 volumes and about 4,000 new volumes are added each year.

The North Campus Library in Building 49, in close proximity to the classrooms, offices, and student center. This library has 63,000 volumes and about 3,000 new volumes are added each year.

Students at the South Campus are served by a library formed by the recent merging of the campus library with the (public) South Regional Library of the Broward County Library System. This collection, located in building 72 immediately west of Schlesinger Hall, makes available about 115,000 volumes for student research. South Campus students have access to other campus libraries, but must present their Broward Community College ID cards to be issued a Broward Community College library card.

Open College

Open College is an academic unit of Broward Community College offering opportunities to begin or continue academic work to those persons who may find it difficult to attend regularly scheduled classes on campus. For the convenience of those students, Open College presents directed study courses on television (both commercial and cable channels), on radio, and by audio-cassettes in the students' homes or in the learning resources centers on each campus. Most Open College courses require only two visits to campus, for the midterm and final examinations. Thus, students may create a convenient schedule for themselves. In addition, Open

College courses allow self-pacing through independent study.

The variety of courses offered through Open College allows students to make significant progress toward degrees from Broward Community College. A student seeking an Associate of Arts degree may complete most of the Area Requirements for graduation through Open College. Similarly, a student seeking an Associate of Science degree may complete through Open College as many as half of the courses required for graduation.

Open College courses are academically equivalent to courses taken on campus. The same credits are awarded on successful completion of the courses and the course fees are the same as for on-campus courses. Further, the level of work required of students is also equivalent to that of on-campus courses.

The Open College courses are applicable to all Associate of Arts, Associate of Science, and Certificate degrees as well as teacher certification, and all transfer to four-year colleges and universities.

Course requirements include lectures on television, radio or audio tapes in place of the formal classroom sessions typical of the on-campus courses. Textbooks and study guides are also elements of the courses and some may also include additional or optional materials.

Courses Offered by Open College

ACG	2001	Principles of Accounting I
ACG	2011	Principles of Accounting II
AMH	2010	History of the United States
AMH	2020	History of the United States
ANT	2000	Introduction to Anthropology
APB	1150	Modern Principles of Biology
AST	1002	Horizons in Astronomy
BUL	2111	Business Law I
CLP	1000	Psychology of Adjustment
COC	1020	Computer Literacy
DEP	2102	Child Psychology
DEP	2481	Death and Dying
ECO	2013	Principles of Economics I
ENC	1101	English Composition I
ENC	1102	English Composition II
FIN	1100	Personal Finance
GEB	1011	Introduction to Business
HES	2000	Personal & Community Health
LIT	2110	World Literature I
LIT	2935	Studies in the Novel
MAF	2001	The Family Portrait
MAR	1011	Principles of Marketing
MUL	2011	Music Appreciation
POS	1041	National Government
PSY	2012	General Psychology
SPN	1100	Beginning Spanish I
SYG	2000	General Sociology

The specific courses offered by Open College each term are listed in the registration offices, in the Quarterly newspaper and in the Open College Bulletins. Students must consult one of these sources for the sequence numbers of the courses and other information necessary for enrollment. Students may take one or more Open College courses exclusively or in combination with on-campus courses.

As an added convenience, Open College students may register by mail. An application and registration form is enclosed in the Open College Catalog or Bulletin, or the form may be secured from the Open College office by calling 475-6603.

Student Development Support Services & Activities

Career Planning

The Career Planning course offered by the Cooperative Education Department is an important first step for the student who is seeking this information.

SLS 1321—Career Planning Workshop—is a two-semester-hour course designed for students who desire help in choosing a career. Students will learn the on-going process of life/career planning through self-exploration and exploration of the world of work.

SLS 1341—Employability Skills—is a one-semester-hour course designed to teach the process of locating, applying for, and keeping a job.

Career Planning and Placement Services

Career planning and placement services are available to all students and alumni of Broward Community College as well as to residents of Broward County. Centers are located at Central Campus on the second floor of John Payne Hall (Student Services Building), at North Campus on the second floor of Building 48 (Student Services Building), and at Judson A. Samuels South Campus on the first floor of Schlesinger Hall. The Career Centers provide students with information about full- and part-time job openings, assistance in choosing and planning a career, career information, and information about other colleges and universities. A career-information library, a cooperative education program, and specialized testing are included in the Career Centers.

Counseling

Broward Community College considers students to be uniquely talented human beings with individual abilities, potentials, interests, needs, and life styles. College years are vital stepping stones to the future and the major decisions students must make are foundations on which life will be built.

The Counseling Center provides opportunities for students to grow as "whole" persons, to explore their attitudes and interests as they affect emotional and academic life and to accept responsibilities as mature, healthy individuals. Students may call on the Counseling Service for career-educational information and positive, realistic help in life and career goal planning.

Counselors are always ready to help resolve "road blocks" that may interfere with the students' effectiveness as students and as persons. Specialized testing is available to students in need of objective information concerning abilities, achievements, interests, and personal attributes.

The Counseling staff is sensitive to the needs of a diverse population and invites mid-life men and women, minorities, senior citizens, and all others to discuss their particular needs.

Handicap Services Program

The Handicap Services Program assists disabled students in making an effective transition into the college environment.

Advisors are available at each campus location to provide students with the wide range of supportive services suited to their individual needs. Students seeking assistance should contact the Handicap Services Advisor on Central Campus at 475-6527, North Campus at 973-2313, and South Campus at 963-8868.

Health Services

Medical and hospital facilities are not provided. In case of accident or illness, students should report to the Health Center which, on Central Campus, is located on the first floor of Building 7, and on North Campus, on the first floor of Building 48.

Sports—Athletics

The Intercollegiate Athletics Program at Broward Community College offers opportunities for men and women seeking higher levels of competition beyond the high school years.

The College is a member of the Florida Community College Activities Association and the National Junior College Athletic Association. Broward Community College began the Intercollegiate Athletic Program in 1962 at Central Campus, and at North Campus in 1972. Intercollegiate athletics offered are baseball, basketball M/W, golf M, swimming/diving M/W, volleyball, softball and soccer. No student shall, on the basis of race, age, sex or any other such factor, be excluded from participation in, or be denied the benefits of, or be treated differently from another person, or otherwise be discriminated against in any interscholastic, intercollegiate, club, or intramural athletic activity by Broward Community College.

Intramural Sports Program

The purpose of the Intramural Program at the College is to provide an opportunity for students to participate in the individual and team sports and recreational activities of their choice. The Intramural Department selects activities which will provide enjoyment and physical recreation during students' college careers, contribute to students' physical well being, improve recreational skills for leisure time use, and aid in the development of sound emotional and social qualities.

Participation is entirely voluntary, and all students are invited to participate. Among the activities included in the program are basketball, half court basketball, table tennis, tennis, softball, volleyball, roller skating, golf, miniature golf, bowling, racquetball, ice skating, billiards, cross country, sailing, canoeing, and recreational games. An Intramural Program is offered at all three campuses.

Student Organizations and Programs

The development of student organizations, clubs, and programs within the College is encouraged as a function of the activities program operating under the supervision

and coordination of the Vice President for Student Development and the Director of Student Activities. The goals of student organizations encourage cultural and intellectual development which bring into practice the skills and values set forth in the instructional program. These groups function in prescribed formats which encourage student direction and leadership. Included are the following:

1. Honorary Societies
2. Departmentally affiliated organizations
3. Intercollegiate athletics
4. Student Council
5. Special Interest Clubs
6. Fraternities and Sororities
7. Student newspapers

The above groups center their purposes around an interest, profession, or service. They are designed to permit students to perform in areas of useful pursuits which capture their individual attention or interest. Through organizations, the students will develop mature, responsible, social, and democratic ideals and attitudes.

Any group of six or more students may start a club pertaining to their particular interest by obtaining a "Petition for Registration" at the Student Activities office.

Interest Clubs

Gamers Club
Broward Collegiate Art Society
Chess Club
Ice Hockey Club
Karate and Judo Club
Los Banditos
P'an Ku Club (literary)
Sailing Club
Society of Brotherhood Elite
Young Democrats
Young Republicans

For any information concerning these clubs, call the Student Activities Office.

Service Clubs

F-Troop—Student Activities Activists
Circle K (co-ed)—College branch of the Kiwanis Club
SOS (Student Orientation Service)

Religious Clubs

Intervarsity Christian Fellowship
Christian Student Union
Hillel—Jewish Student Union
Baptist Campus Ministries

For any information concerning these clubs, call the Student Activities Office.

Scholastic Honorary Groups

Phi Rho Pi—National Honor Society for Forensics
Phi Theta Kappa—A National Scholastic Honor Society with approximately 700 chapters in two-year institutions throughout the country. Phi Theta Kappa's purpose is to promote scholarship, develop character, and

cultivate fellowship among students in junior and community colleges. Invitation for admission depends on a student's achieving a 3.5 cumulative academic grade point average.

Professional and Academic Groups

Student Nurses Association of Florida
International Foreign Language Organization D.E.C.A.—Marketing
B.U.S.H.—Horticulture Society
Alpha Eta Rho (Eta Pi Chapter)—International Aviation Fraternity
H.S.M.A. of Broward Community College—Hotel and Sales Manager Association

Students are urged to start new clubs according to their interests. The Student Activities office personnel assist in the formation of new clubs.

Alumni Association

The College's interest in its students does not end upon graduation, but rather, a new relationship is established. A very active Alumni Association has been formed to provide opportunities for the College to continue playing a meaningful role in the lives of its students both now and in the future. The main objective of this Association is to be a service as well as a socially-oriented organization.

Student Activities

Student Activities embrace projects, functions, sports and clubs which involve student participation apart from formal classroom instruction and administrative services. They form an essential segment of educational development through the cultural, intellectual, recreational, and social life of the college community. The Hospitality Center Programs offer the students entertainment of a broad, contemporary nature both on and off campus.

Student Government

Student Council organizations operate on Central, North, and South campuses. Students are encouraged to participate in these organizations to make them a truly representative voice of the students.

Student Publications

Collegewide: *P'an Ku*, the literary magazine
Central Campus: *The Phoenix* newspaper
North Campus: *The Polaris* newspaper
South Campus: *The New Horizons* newspaper

Students with communication experience and/or interest, are urged to join the staffs or to submit materials for these publications. All publications are available free to all students.

Transportation

The campuses are readily accessible by automobile, and city buses operate during the daytime and early evening hours. Students are encouraged to form carpools with friends and neighbors in order to conserve energy.

Food Services

The Robert E. Ferris Center (Building 19), the Hospitality Center on Central Campus, consists of a large, modern cafeteria for individual and group meals. Cafeteria services, snack bar services, and private dining rooms for club and social affairs are available. A student lounge, recreational areas, and the Student Activities Office,

are also located in the Hospitality Center. On North Campus the student lounge and food facility are located in the Student Services Building (Building 48). On the South Campus, the student lounge and food facilities are located in Schlesinger Hall (Building 71).

Women's Programs

Women's Programs, located on all three campuses, help women explore career and educational options through self-assessment, assertiveness training, career investigation, and training in decision making, resume writing, and job-seeking and job-keeping skills. For further information call Community Services/Continuing Education.



Student Fees

Student Fees and Charges

Fees (matriculation, tuition, registration, and special course fees) are due and payable in full at the Bursar's office, on or before the due date assigned at the time of registration. Fee payments received after the assigned due date cannot be processed. When fees are not paid in full by the assigned due date the schedule of classes will be voided and the student must reregister.

Pre-addressed payment envelopes are available, when registering, for payment of fees by mail. Care should be taken to mail the payment in sufficient time to be received by the assigned due date. The fee schedule will be mailed to the student when a return address is supplied.

Fees and Charges for Noncredit Courses

The College, through the Community Service Office and other academic departments, offers noncredit courses, seminars, and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official Catalog and contain the fees and special charges associated with each course. These fees are due and payable according to the terms indicated within these documents.

Terms I, I-A, and I-B, or II, II-A, and II-B, or III, III-A, and III-B

	Matriculation	Tuition	Per Semester Hour
Florida Students	\$21.40	\$0	\$21.40
Non-Florida Students	21.40	23.20	44.60

(Fees subject to change)

Matriculation fees include those funds required to support a comprehensive student activities program.

Special Course Fees:

ATF Courses

Fees for ATF courses for tuition, matriculation, and special fees are paid to Broward Community College. Fees for flight hours with the fixed base operators are paid directly to the operator. They are subject to change and vary between different flight training contractors. The Aviation Technology Department can advise at any given time what the fee is for any course with a particular contractor for the current term.

Special

Course #	Course Title	Fee
ATF1100	Primary Flight	\$ 25.00
ATF2201C	Intermediate Flight	50.00
ATF2202C	Advanced Flight	50.00
ATF2306C	All-Weather Flight Training	75.00
ATT2371	Aircraft Communication & Navigation	10.00
ATT2372	Aircraft Flight Control Systems	10.00

ATT2373	Aircraft Pulse and Microwave Systems	10.00
ATT2600	Flight Simulator Training SE	75.00
ATT2630	Flight Simulator Training ME	100.00

ATM Courses

Students must register for the following ATM Courses as a block during the particular term. Enrollments for individual ATM Courses will not be permitted.

ATM1001, 1011, 1061, FAA General Curriculum 1071, 1091	975.00
ATM1311, 1331, 1351, FAA Airframe Curriculum 1431, 1461	1010.00
ATM1401, 1371, 1411, FAA Airframe Curriculum 1451	713.00
ATM2111, 2121, 2151 FAA Powerplant Curriculum ATM2202, 2101, 2501, FAA Powerplant Curriculum 2551	650.00 642.00
HPRD Activity Fee:	2.00

For the Following HPRD courses:

DAA1160, DAA1200, DAA1300, DAA1374, DAA1376,
DAA1560, DAA1600, DAA2161, DAA2201, DAA2561,
DAA2601, DAA2700, HLP1939, PEL1121, PEL1211,
PEL1321, PEL1341, PEL1441, PEL1621, PEL2342,
PEM1102, PEM1107, PEM1121, PEM1131, PEM1146,
PEM1201, PEM1403, PEM1405, PEM1431, PEM1432,
PEM1461, PEM2132, PEM2462, PEM1930, PEM2202,
PEM2122, PEN1121, PEN1231, PEN2113, PEN2123,
PEN2122, PEN2232, PEN2236, PEO1341, PEO2321,
PEP2201, PEQ2115.

Applied Music Fees

For the Following Music Courses: 50.00
MVB1211, MVB1212, MVB2222, MVB1213, MVB2223,
MVB1214, MVB2224, MVB1215, MVB2225, MVK1211,
MVK2221, MVK1213, MVK2223, MVK2224, MVO1211,
MVO2221, MVO1211, MVP2221, MVS1211, MVS1212,
MVS2221, MVS1213, MVS2223, MVS1214, MVS2224,
MVS1215, MVS2225, MVS1216, MVS2226, MVS2227,
MVS2228, MVV1211, MVV2221, MVW1211, MVW2221,
MVS2222, MVW1212, MVW2222, MVW1213, MVW2223,
MVW1214, MVW2224, MVW1215, MVW2225.

For the Following Music Courses: 100.00

MVB1311, MVB2321, MVB1411, MVB2421, MVB1312,
MVB2322, MVB1412, MVB2422, MVB1313, MVB2323,
MVB1413, MVB2423, MVB1314, MVB2324, MVB1414,
MVB2424, MVB1315, MVB2325, MVB1415, MVB2425,
MVK1311, MVK2321, MVK1411, MVK2421, MVK1313,
MVK2323, MVK1413, MVK2423, MVK2324, MVK2424,
MVO1311, MVO2321, MVO1411, MVO2421, MVP1311,
MVP2321, MVP1411, MVP2421, MVS1311, MVS2321,
MVS1411, MVS2421, MVS1312, MVS2322, MVS1412,
MVS2422, MVS1313, MVS2323, MVS1413, MVS2423,
MVS1314, MVS2324, MVS1414, MVS2424, MVS1315,
MVS2325, MVS1415, MVS2425, MVS1316, MVS2326,
MVS1416, MVS2426, MVS2327, MVS2427, MVS2328,
MVS2428, MVV1311, MVV2421, MVW1311, MVW2321,
MVW1411, MVW2421, MVW1312, MVW1412, MVW2321,
MVW1411, MVW2422, MVW1313, MVW2323, MVW2322,
MVW1413, MVW2423, MVW1314, MVW2324, MVW1414,
MVW2424, MVW1315, MVW2325, MVW1415, MVW2425.

Physics Lab Fee: 7.00
 For the Following Physics courses:
 PHY1002L, PHY2053L, PHY2054L, PHY2048L,
 PHY2049L.

General Courses

Course #	Course Title	Fee
ATM2930	Bell Helicopter Maintenance	1405.00
ATM2940	Helicopter Maintenance Overhaul	1430.00
APB1150L	Modern Principles of Biology Laboratory	15.00
APB1190L	Human Anatomy & Physiology Lab I	15.00
APB1191L	Human Anatomy & Physiology Lab II	15.00
AAPB1229	Allied Health II Lab	10.00
ARC1126C	Architectural Drafting I	5.00
ARC1701	Survey of Architectural History I	5.00
ARC2020C	Architectural Communications I	5.00
ARC2122C	Architectural Drafting II	5.00
ARC2140	Materials & Methods of Construction	5.00
ARC2154	Architectural Drafting II	5.00
ARC2201	Theory of Architecture	5.00
ARC2681	Environmental Technology	5.00
ART1202C	3 D Design	10.00
ART1330C	Life Drawing	25.00
ART1480	Computer Art	20.00
ART2110C	Ceramics I	25.00
ART2401C	Beginning Printmaking	25.00
ART2402C	Advanced Printmaking	25.00
ART2600C	Photography I	20.00
ART2610C	Photography II	20.00
ART2650C	Video Art	30.00
ART2701C	Sculpture	25.00
ART2932C	Special Topics Ceramics	25.00
BCN2742	Contractor's License Preparation	7.00
BOT1010L	General Botany Lab	15.00
CAP1831	Electronic Spreadsheet #1 PC Appl 2	4.00
CAP1832	Electronic Spreadsheet #2 PC Appl 3	4.00
CAP1833	Electronic Spreadsheet #3 PC Appl 4	4.00
CAP2030	Field Project	12.00
CET1123C	Microprocessors I	10.00
CET2131C	Microprocessors II	10.00
CHM10331	Chemistry for Health Science Lab	10.00
CHM1045L	General Chemistry Lab I	10.00
CHM1046L	General Chemistry Lab II	10.00
CHM2210L	Organic Chemistry Lab I	15.00
CHM2211L	Organic Chemistry Lab II	15.00
CJT2110	Criminal Investigation II	5.00
CJT2120	Forensic Photography	10.00
CJT2130	Criminalistics Practicum	10.00
COC1300	Fundamentals of Data Processing	3.00
COP1110	FORTRAN Programming	12.00
COP1120	COBOL I	12.00
COP1170	Programming in BASIC	12.00
COP1180	Introduction to PASCAL Programming	12.00
COP1195	"C" Programming	12.00
COP1266	Intro to R.P.G.	12.00
COP2111	Advanced FORTRAN Programming	12.00
COP2122	COBOL II	12.00
COP2400	Intro to Assembly I	12.00
COP2401	Contemporary Programming Practices	12.00
DEA1022C	Preclinical Orientation	15.00
DEA1800C	Clinical Practices and Procedures I	15.00
DEA1804C	Clinical Practices and Procedures II	10.00

DEA1820C	Dental Auxillary Expanded Functions I	10.00
DEA1821C	Dental Auxillary Expanded Functions II	10.00
DES1100C	Dental Materials	10.00
EET1015C	D.C. Circuits	10.00
EET1105C	Linear Techniques I	10.00
EET2120C	Linear Techniques II	10.00
DES1210C	Dental Radiology	10.00
EMS1119L	Skills EMT Lab	10.00
EMS1059	First Responder	4.00
EMS2219L	Paramedic Lab I	10.00
EMS2229L	Paramedic Lab	10.00
EMS2551	Advanced Cardiac Life Support	47.00
ENC0094	Review College English	5.00
ENC1000	Fundamentals of Composition	5.00
ENC0012	Basic Review for College Reading	5.00
ENC1101	Composition	5.00
ETD1614C	Electronic Drafting	10.00
ETD1121C	Civil Drafting I	5.00
ETD2122C	Civil Drafting II	5.00
ETE1001C	D.C. Circuits	10.00
ETE1002C	A.C. Circuits	10.00
ETE1012C	D.C. Circuits	10.00
ETE1012C	Circuit Analysis	10.00
ETE1020C	A.C. Circuits	10.00
ETE1140C	Linear Techniques I	10.00
ETE1600C	Digital Technology	10.00
ETE2141C	Electronic Devices I	10.00
ETE2145C	Electronic Devices II	10.00
ETE2146C	Linear Techniques II	10.00
ETE2150	Linear Circuits	10.00
ETE2400	Communications I	10.00
FOS2100	Experimental Foods	25.00
FOS2201	Applied Food Service	25.00
FRC2004	Subtropical Fruit Culture	2.00
FRE1000	French Language Lab	5.00
FRE1100	French language Lab	5.00
FRE1101	French Language Lab	5.00
FRE2240	French Language Lab	5.00
FSS1221	Volume Foods	25.00
FSS1240	Classical Cuisine	25.00
FSS2242	International Cuisine	25.00
GER1000	German Language Lab	5.00
GER1100	German Language Lab	5.00
GER1101	German Language Lab	5.00
GER2240	German Language Lab	5.00
GLY1101L	Physical Geology Lab	7.00
HBR1100	Beginning Hebrew I	5.00
HBR1101	Beginning Hebrew II	5.00
HBR1111	Beginning Hebrew II	25.00
ITA1000	Italian Language Lab	5.00
JOU2600	Photographic Journalism Techniques	10.00
LIT2100	The Film as Literature	12.00
MAT0002	Developmental Arithmetic I	5.00
MAT1013	Developmental Algebra I	5.00
MEA2200	Clinical Practices	5.00
MEA2201	Clinical Practices	5.00
MEA2202	Introduction to Cardiology Procedures	5.00
MEA2300	Basic Medical Lab	10.00
MEA2301	Medical Office Lab	10.00
MEA2800	Externship Medical Assisting	10.00
MEA2810	Advanced Externship Medical Assisting	10.00
MLS2360	Advanced Hematology	5.00
MLS2402C	Clinical Microbiology	15.00

MLS2605C	Advanced Instrumentation	10.00	RTE1526C	Radiographic Anatomy Positioning III	10.00
MLS2610C	Advanced Medical Lab Tech	10.00	RTE1614	Radiographic Physics	5.00
MTB1304	Mathematics and Machines	6.00	RTE1804L	Clinical Education I	10.00
NSP2715	Emergency Nursing	20.00	RTE1814L	Clinical Education II	10.00
NSP2770	Operating Room Nursing	20.00	RTE1827L	Clinical Education III	10.00
NSP2860	Refresher Nursing	10.00	RTE2473	Radiographic Quality Assurance	5.00
NUR1021	Nursing Process Clinical Lab	20.00	RTE2385	Radiology Biology and Pathology	10.00
NUR1200L	Nursing Process	20.00	RTE2527C	Radiographic Anatomy Positioning IV	10.00
NUR1220L	Medical-Surgical Nursing Lab II	5.00	RTE2616	Radiologic Physics II	5.00
NUR1320L	Psychiatric Patient Clinical Lab	5.00	RTE2847L	Clinical Education IV	10.00
NUR1421L	Health Care of Women Clinical Lab	5.00	RTE2857L	Clinical Education V	10.00
NUR1524L	Nursing Care of the Psy Pat Cl Lab	5.00	RTE2869L	Clinical Education VI	10.00
NUR1730L	Pediatric Nursing and Com Elms Lb	5.00	RUS1100	Russian Language Lab	5.00
NUR2001L	Transition Nursing I Clinical	20.00	RUS1101	Beginning Russian	5.00
NUR2203L	Transition Nursing III Clinical Lb	20.00	SES1100	Basic Typing Skills	2.00
NUR2220L	Medical Surgical Nursing I Cl Lab	5.00	SES1101	Basic Typing II	2.00
NUR2223L	Medical Surgical Nursing IV Cl Lab	20.00	SES1102	Basic Typing III	2.00
NUR2412L	Transition Nursing II Clinical Lab	20.00	SES1110	Intermediate Typing IV	2.00
NUR2801L	Transition Nursing IV Clinical Lab	20.00	SES1111	Intermediate Typing V	2.00
NUR2221L	Medical-Surgical Nursing Lab III	5.00	SES1141	Computer Keyboarding	2.00
NUR2222L	Medical-Surgical Nursing Lab IV	5.00	SES1112	Intermediate Typing VI	2.00
ORH2021	Plant Propagation	5.00	SES2120	Expert Typing VII	2.00
PEL1041	Recreation Games	10.00	SES2121	Expert Typing VIII	2.00
PEL1141	Archery	5.00	SES2122	Expert Typing IX	2.00
PEL1111	Beginning Bowling	31.00	SES2151	Word Processing I	4.00
PEL2112	Intermediate Bowling	31.00	SES2152	Word Processing II	4.00
PEL2142	Intermediate Archery	5.00	SES2153	Word Processing III	4.00
PEL2442	Intermediate Racquetball	31.00	SES2154	Word Processing IV	4.00
PEM1011	Therapeutic Physical Education	10.00	SES2160	Word Processing V	4.00
PEM1341	Beginning Rollerskating	26.00	SES2161	Word Processing VI	4.00
PEM2341	Intermediate Rollerskating	26.00	SES2361	Transcribing Machines I	2.00
PEN1211	Beginning Water Skiing	52.00	SES2362	Transcribing Machines II	2.00
PEN1171	Swimming Fitness	17.00	SPN1000	Spanish Language Lab	5.00
PEN2136	Scuba Diving	40.00	SPN1100	Spanish Language Lab	5.00
PET2931	Technical Training	7.00	SPN1101	Beginning Spanish	5.00
PHT1000	Introduction to Physical Therapy	10.00	ZOO1013L	General Zoology Lab	15.00
PHT1103	Anatomy for Physical Therapist I	5.00			
PHT1800	Therapeutic Modalities	15.00			
PHY1002L	Applied Physics Lab	7.00			
PHY2048L	Gen. Physics with Calculus I Lab	7.00			
PHY2049L	Gen. Physics with Calculus II Lab	7.00			
PHY2053L	Gen. Physics I Lab	7.00			
PHY2054L	Gen. Physics II Lab	7.00			
POL0061	Arson and Incendiary Devices	1.00			
POL0064	Narcotics	1.00			
PSC1191L	Physical Sciences Survey Lab	7.00			
PSY2012L	General Psychology Lab	3.00			
PSY2043	Advanced Psychology	5.00			
RAT1111C	RAD Imaging	10.00			
RAT1800L	Clinic A	4.00			
RAT1810L	Clinic B	4.00			
RAT2840L	Clinic C	4.00			
RAT2850L	Clinic D	4.00			
RAT1820L	Clinic X	4.00			
RAT1830L	Clinic Y	4.00			
RAT2860L	Clinic Z	4.00			
RAT2870L	Clinic ED E	4.00			
REA1000	College Preparatory Reading	5.00			
REA1105	College Reading I	5.00			
REA1205	College Reading II	5.00			
REE1040	Florida Real Estate Commission I	5.00			
REE2041	Florida Real Estate Commission II	5.00			
RMI2091	Insurance Agent	10.00			
RTE1418C	Principles of Imagining I	10.00			
RTE1457C	Principles of Imagining II	10.00			
RTE1510C	Radiographic Anatomy Positioning II	10.00			
RTE1512C	Radiographic Positioning II	10.00			

Miscellaneous Fees (Not Refundable):

Allied Health Liability Insurance (All Allied Health students who enroll in one or more courses that have a clinical component must pay a liability insurance fee. This fee is due at the time of registration each term.)	12.00
Application	20.00
*Checks returned and not honored	5.00
Duplicate Fee Card (Except when completely withdrawing from all College classes)	1.00
Graduation	7.00
Special Requests for Diplomas	10.00
FAA Examination Administration (per sitting)	10.00
*Library Fines, lost books, and reprocessing books As Required	
Lost HPRD locks	0.85
Lost HPRD towels Per Current Year's Contract	
*Traffic Violation and Penalties:	
1. No valid parking decal	
First violation	3.00
Second violation	10.00
Third violation	15.00
Unauthorized Handicapped Parking	25.00
2. Parking Violations:	
First violation	3.00
Second violation	10.00
Third violation	15.00
Unauthorized Handicapped Parking	25.00

3. All moving violations:
Ignoring stop signs,
speeding, reckless driving, and driving on
walkways etc. 5.00

Persons receiving a traffic or parking citation must report to the Security Office with violation notice within three days. Failure to report within three days will result in a \$3.00 assessment being added to the fine, and failure to report after ten days will result in another \$5.00 being added to the fine.

*Students must pay fines prior to any subsequent registration or prior to release of their records.

Special fees are charged in certain courses to cover the cost of use of special supplies, materials, equipment, or facilities; such fees are listed in the Registration Handbook each term.

Credit for Experiential Learning

Portfolio Orientation (Includes Advisement, Workshop, Catalog)	5.00 Per Semester Hour
Portfolio Evaluation	7.00
Licenses, Certificates (not requiring faculty evaluation)	3.00
College Level Examination Program	
General Exam (\$30.00)	1.00
Subject Exam (\$15.00)	1.00
Departmental Final Exams (Key Scored)	5.00
Proficiency Tests and/or Evaluations	5.00
Site Visitations	7.00
Assessment requiring any combination of above up to	7.00
Clinical Evaluations	7.00
Advanced Placement (for each separate report from ETS when credit is granted)	5.00

Withdrawals and Refund Policies

1. Under the following conditions students may receive 100% refund of matriculation, tuition, and laboratory fees, or as otherwise indicated:
 - a. Through the last day preceding the commencement of classes in a term established in the College Calendar, students who register in advance through on-line registration procedures.
 - b. At the time they are administratively withdrawn, students who registered and are later determined to have been ineligible to register for academic reasons.
 - c. Students who register for a particular course which is cancelled (refund of fees paid for that course)
 - d. Students entering the Armed Forces on a regular and extended tour of active duty (Students must present an official copy of their Armed Forces orders to the Registrar to receive refund.).
 - e. Students who die or who withdraw for health or medical reasons, as certified by a licensed medical doctor, before the date of the first scheduled class of the college term (Parents, legal guardians, executors of estates or trustee of trust fund may receive a refund.).
2. Under the following conditions students may receive an 80% refund of matriculation, tuition, and laboratory fees:
 - a. Students who officially withdraw from the College on or before the last date listed in the College calendar

for withdrawing with such refund.

- b. Students who have attended classes in a given college term and who die or withdraw for health or medical reasons, as certified by a licensed medical doctor, before midterm (Parents, legal guardian, executor of estate, or trustee of trust fund may request and receive refund.).

To be withdrawn officially from the College, students must have completed the proper forms as prescribed by the Registrar on or before the designated date. For further information on withdrawals see section on Class Attendance.

STATE RULE 6A-10.30 (THE GORDON RULE)

State Rule 6A-10.30, known as the Gordon Rule, requires that students graduating with an Associate of Arts degree meet the following provisions in the areas of writing and mathematics:

WRITING—All students must complete a minimum of 24,000 words of writing in specifically designated courses. Students shall complete 12,000 words under the guided instruction provided in the six (6) credit hours of English Composition. This can be satisfied by taking ENC1101, and ENC1102 or ENC2210.

The remaining 12,000 words shall be completed in four (4) humanities writing courses designated by a "W". It is in these courses that the principles of effective college writing should be practiced and reinforced. In all writing courses, a grade of "C" or better is necessary to meet

the A.A. degree requirement. The completion of the designated writing courses meets Areas 1 and 9 of the A.A. degree General Education Requirements.

MATHEMATICS—All students must complete six (6) credit hours of college level algebra or above. For most students, this requirement may be met by taking MAT1033 and MGF1202. Other options are detailed in Area 4B. of the A.A. degree General Education Requirements. In all mathematics courses, a grade of "C" or better is required to meet the A.A. degree requirement.

Meeting the requirements of State Rule 6A-10.30 is required of all students whether they attend State universities or community colleges, and must be completed by the end of the sophomore year.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

WHAT KIND OF EXIT TEST WILL IT BE?

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. A Passing score on the test is required by Florida statutes and rules of the State Board of Education IN ORDER TO RECEIVE AN A.A. DEGREE AND BE ADMITTED TO UPPER DIVISION STATUS IN THE STATE UNIVERSITY SYSTEM.

The CLAST is administered toward the end of the sophomore year to community college students who are completing Associate of Arts degree programs and to community college students who are completing Associate of Science degree programs and are seeking admission to upper division programs in state universities in Florida, as well as to university students who are completing their sophomore year.

STUDENTS WHO DO NOT PASS ALL FOUR COMPONENTS OF THE TEST WILL NOT BE AWARDED THE ASSOCIATE OF ARTS DEGREE. THEY MAY BE ADMITTED PROVISIONALLY TO UPPER DIVISION STATUS IN STATE UNIVERSITIES IN FLORIDA, IF THREE OF THE FOUR TEST COMPONENTS ARE PASSED.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges.

Effective for any term beginning after August 1, 1984, the State Board of Education will establish minimum CLAST score standards for the award of the Associate of Arts degree and for admission to upper division status in state universities in Florida.

The Counseling and Advisement office located on each campus can tell students how and when to apply to take the CLAST. These offices can also provide a list of CLAST skills and can tell where the communication and computation skills are taught in the curriculum.

Counseling Office Telephone numbers are the following:

Central Campus	305-475-6520
North Campus	305-973-2305
South Campus	305-963-8875

COLLEGE PREPARATORY PROGRAM

As an open door institution, Broward Community College is committed to the philosophy that all students be offered the opportunity to achieve to their maximum potential. To attain this goal, BCC offers a College Preparatory Program consisting of specific courses in the English As A Second Language (ESL) areas of Mathematics, English and Reading. The purpose of these courses is to help students develop the entry-level skills necessary to achieve success in their college-level programs.

I. WHAT IS IT?

The College Preparatory Program consists of a core of courses design to help students develop the entry-level skills necessary to achieve success in their college-level programs. According to State Rule 6A-10.315, effective June 6, 1985, all state university or community college students in Florida who do not meet the competency levels required on the college placement test, must take College Preparatory courses. These

courses are available in English, Reading, and Mathematics.

II. WHICH COURSES ARE INCLUDED?

MAT0002, ENC0012, ESL0481, ESL1241, REA1000, MAT1013, ENC1000, ESL1141, ESL1341

III. WHO SHOULD TAKE COLLEGE PREPARATORY COURSES?

College Preparatory courses are *required* on the basis of individual student Placement Test scores (SAT, ACT, ASSET, or Florida MAPS).

IV. HOW DO COLLEGE PREPARATORY COURSES COUNT?

College Preparatory Courses:

- 1- carry credit, but the credits cannot be used to satisfy degree requirements.
- 2- do count toward veteran's benefit and financial aid requirements.
- 3- are *not* figured into a student's overall Grade Point Average (GPA).

V. WHAT ARE THE STEPS TO ENTER THE COLLEGE PREPARATORY PROGRAM?

- 1- Student already possessing a Placement Test (SAT, ACT, ASSET, or Florida MAPS) score, should call Counseling and Advisement for an appointment.
- 2- Students who are degree-seeking or who wish to take a Mathematics, English or Reading class and do not have a placement test score, should call the Counseling Office to make an appointment to take the placement test.
- 3- Students whose native language is not English should contact the Counseling Office for an appointment.

VI. WHEN MUST STUDENTS ENROLL IN COLLEGE PREPARATORY COURSES?

Students required to take College Preparatory Courses must begin their coursework immediately and maintain continuous enrollment until all courses are successfully completed. Students are not required to take more than one College Preparatory Course a term.



ASSOCIATE OF ARTS DEGREE

WHAT IS IT?

The Associate of Arts Degree provides the courses of study equivalent to those offered to the freshman and sophomore students in the lower division of Florida's state universities. If students receive the Associate of Arts Degree from Broward Community College, their degree will, in most cases, meet the lower division requirements of a university and will admit them to the junior-level status. The degree requirements consist of the general education requirements which parallel the universities' requirements and electives in preparation for a major area of study.

Students are encouraged to contact the specific institution to which they wish to transfer regarding that institution's unique requirements. Specific information concerning transfer to the following Florida state universities is available in the Counseling and Advisement Office.

FAMU	Florida A and M University
FAU	Florida Atlantic University
FIU	Florida International University
FSU	Florida State University
UCF	University of Central Florida (Formerly FTU)
UF	University of Florida
UNF	University of North Florida
USF	University of South Florida
UWF	University of West Florida

Program Sheets recommending courses for specific majors and programs are available in the Counseling and Advisement offices on Central, North and South campuses, in the following areas. Students are encouraged to contact the Counseling and Advisement Office for individual assistance in program planning.

The Associate of Arts Programs are as follows:

Program Number/ Option	Program Title
001	Agricultural Sciences
067	Anthropology
002	Architecture
003	Art
004	Astronomy
005	Biology
006	Building Construction
007	Business Administration
009	Chemistry
062	Computer Science/Office Information Systems
	<u>Criminal Justice:</u>
065/3	Corrections
065/2	Law Enforcement
065/1	Pre-Criminal Justice
008	Economics
014	Elementary Education
015	Secondary Education
016	Engineering
017	English
070	Fashion Merchandising
020	Food and Nutrition
021	Foreign Languages
016/1	Forestry
026	History
028	Interior Design
069	International Studies
029	Journalism
057	Liberal Arts (Undecided Major)

036	Marketing Management
050	Mass Communications
033	Mathematics
035	Medical Technology
043	Pharmacy
066	Physical Education
047	Physics
048	Political Science
011	Pre-Chiropractic
012	Pre-Dental
024	Pre-Geology
031	Pre-Law
034	Pre-Medical
037	Pre-Music
038	Pre-Music Education
039	Pre-Nursing
041	Pre-Occupational Therapy
042	Pre-Optometry
046	Pre-Physical Therapy
056	Pre-Veterinary Medicine
049	Psychology
050/1	Radio-Television
051	Recreation
052	Religion
054	Social Welfare
063	Sociology
055	Speech
064	Speech Pathology-Audiology
013	Theatre
058	Tourism Industries Administration

STUDENTS SHOULD SEE PAGE 35 FOR STATE CLAST REQUIREMENTS.

Philosophy of General Education

General Education at Broward Community College is that combination of college-level courses which will provide students with the social, technical, and academic competencies they will need to participate effectively in a democratic society and in a global community.

This foundation should also include an appreciation for and an understanding of one's cultural and historical heritage, one's role as an individual in a modern and rapidly changing society, and the complex workings of the physical universe.

General Education also serves as a foundation for the specific academic and technical programs at the community college and for further education toward a baccalaureate degree.

Requirements for Associate of Arts Degree

(University Parallel)

To graduate, students must complete 60 semester hours of academic credit as well as four semester hours of physical education activity courses with a grade-point average of at least 2.0. Of the 40 hours required for general education (Areas 1-6), 6 credits of those 40 hours must be approved International/Intercultural courses. Excluded are special technical courses and college preparatory courses. In selecting among Broward Community College's general education offerings and elective courses, students would be wise to consider catalog suggestions of the upper-

level institution to which they intend to transfer.

STUDENTS SHOULD SEE PAGE 35 FOR STATE CLAST REQUIREMENTS.

Area 1 English Composition 6 semester hours
(Required of all students)
ENC1101, and ENC1102, or ENC2210.
Any student who has a need to develop oral communication skills or whose program of study requires or suggests Speech should enroll in SPC1024. This course will be in addition to the required six hours.

Area 2 Humanities 6 semester hours
You may choose only one course from each category.
(A, B, C, D, E, F, or G)

A. LIT2030 Great Ideas Poetry, LIT2020 Lit Short Story, LIT2311 Lit Sc Fiction, LIT2301 Cont Issues Art, LIT2100 Film as Lit, LIT2390 Male/Fem Image Lit, LIT2350 Cont Black Lit, LIT2341 Mystery Fiction, LIT2110 World Lit, LIT2120 World Lit, ENL2013 British Lit, ENL2023 British Lit, AML2012 American Lit, AML2023 American Lit, ENL2330 Intro to Shakespeare, LIT2935 Seminar in Literature, LIT2950 through 2955 Travel/Seminar in Literature.

B. FRW2100 St French Lit, FRW2101 St French Lit, GEW2010 St Ger Lit, GEW2011 Ger Lit & Cult, SPW2010 St Spanish Lit, SPW2011 St Spanish Lit

C. ARH2000 Art Appreciation

D. THE2002 Theatre Western Culture

E. MUH2111 Mus Hist Lit, MUH2112 Mus Hist Lit, MUL2011 Mus West Cult

E. PHI2010 Intro to Phil, PHI2600 Ethics

G. REL2010 Intro Religion, REL2300 World Religion

Area 3. Social and Behavioral Sciences 6 semester hours

(Select Two courses from any ONE category:
A, B, C, D, or E)

A. WOH2240 Twentieth Century, EUH1000 Western Civ, or EUH1001 Western Civ

B. AMH2010 US History, AMH2020 US History

C. LAH1004 Two Americas, LAH1005 Two Americas

D. POS1041 National Govt, POS1112 State/Local Govt, or INR2002 International Relations

E. ANT2000 Intro to Anthro, SYG2000 General Soc, SOC2201 Social Institutions, SYG2010 Social Problems (any two)

Area 4. Science and Mathematics 13 semester hours
(Be certain you have proper prerequisites)

A. Science—any 6 semester hours from the following areas: physical science, astronomy, biology, chemistry, geology, or physics, except courses especially designed for technical education curricula. All students must take one course in a Laboratory Science.

B. Mathematics—6 semester hours from the

following list provided that MGF1202 (or its sub-courses) and STA2013 are not both included: MAT1033, MGF1202 (MGF1204, 1205, 1206), STA2013, MAC1132, MAC1133, MAC2311, MAC2301, MAC2302, MAC2312 (MAC2303, 2304), MAS2103, MAP2302. A grade of "C" or better in the courses must be achieved to satisfy the requirement.

Area 5. Additional Requirements 9 semester hours

According to requirements in a respective field, any courses from A through I.

A. Modern Foreign Languages. Beginning in 1987 students entering the junior year at a university will be required to have had two years of foreign language in high school or two semesters of foreign language in college.

B. CLP1000 Psych of Adj, PSY2012 Gen Psych, PSY2043 Adv Gen Psych, DEP2102 Child Psych, DEP2302 Adolescent Psych, DEP2402 Adult & Age, DEP2481 Death & Dying, INP2101 Applied Psych, SOP2002 Social Psych

C. SYG2421 Family

E. SPC1024 Intro Speech Comm, SPC1600 Public Speaking

F. GEO1000 Intro to Geo, GEA2040 Western World, GEA2030 Non West Regions

G. MUT1121 Theory I, MUT1122 Theory II

H. PHI1100 Logic

I. Areas 2, 3, 4 (any course from Areas 2, 3, or 4 above)

Area 6. Physical Education Activities . 4 semester hours

(No more than 4 activity courses may be counted toward a degree). No exemptions shall be permitted from this HPRD activity requirement because of age, veterans status or medical reasons. (NOTE: Students with medical restrictions or physical limitations may, with a physician's approval participate in any HPRD activity class on a modified basis or participate in any HPRD class specifically designated for the medically restricted with permission of the HPRD Department Chair. Students with total activity restriction may enroll in designated HPRD lecture classes with medical verification which is approved by the HPRD Department Chair.)

Area 7. Electives 20 semester hours

Any combination of college level courses from the general education offerings (Business Administration, Cooperative Education, Communications, Humanities, Health, Physical Education, and Recreation, Mathematics and Science, and Social and Behavioral Science) except college preparatory, Physical Education activity courses, and courses designed especially for technical education curricula. When choosing electives, students should give careful attention to their major field of study and to the requirements of the institution to which they plan to transfer. Certain technical/occupational courses can be used to satisfy this area requirement.

Area 8. International/Intercultural 6 semester hours

Of the 40 hours required for general education requirements (Areas 1-5), 6 credits must be earned in approved International/Intercultural courses. Any combination of courses from the general education offerings that contain a major international or intercultural content and emphasis including appropriate courses taken under Areas 2, 3, 5, and 7 may be used to satisfy this requirement, including the following:

ANT2000, ANT2212, ANT2310, ANT2320, ANT2920, ANT2921, ANT2922, ANT2923, ARA1110, ARA1111, ARH2004, ART2890, ART2891, ART2892, ART2893, ART2894, ART2895, BAN2500, CCJ2631, CHI1100, CHI1101, CPO2140, ECS2390, ECO2002, ENL2013, ENL2023, EUH1000, EUH1001, EUH2311, EUH2312, EUH2572, FRE1000, FRE1100, FRE1101, FRE1170, FRE2200, FRE2201, FRE2240, FRE2400, FRE2401, FRW2100, FRW2101, GER1000, GER1100, GER1101, GER1170, GER2200, GER2201, GER2240, GEW2010, GEW2011, GEA2030, GEA2040, HBR1170, HBR1171, HIS2955,

HIS2956, HUM2700, INR2002, INR2956, INR2957, ISC1451, ITA1000, JPN1100, JPN1101, LAH1004, LAH1005, LAH2021, LAH2022, LIT2020, LIT2110, LIT2120, LIT2950, LIT2951, LIT2952, LIT2953, LIT2954, LIT2955, MAR2240, MAR2955, MAR2956, MKA2955, MKA2956, MNA2601, MUH2001, ORH2950, POR1100, POR1101, REL2300, REL2600, REL2601, RUS1100, RUS1101, RUS2200, RUS2201, SYG2421, SYG2940, SYG2941, SPN1000, SPN1100, SPN1101, SPN1130, SPN1170, SPN2200, SPN2201, SPN2400, SPN2401, SPW2010, SPW2011, SPN2240, WOH1300, WOH2240

Area 9. Humanities Writing Requirement . . . 12 semester hours

Any combination of courses from Areas 2, 3, 5, and 7 designated as a Writing Course on the term schedule. Students shall write a minimum of 3,000 words per course in a variety of assignments germane to the content of the course. A grade of "C" or higher in the courses must be achieved to satisfy this requirement. Prerequisite: A grade of "C" or higher in ENC1101.



ASSOCIATE OF SCIENCE DEGREE

WHAT IS IT?

Students may be interested in earning an Associate of Science Degree at Broward Community College. The College offers several programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree. Broward Community College offers many Associate of Science Degree programs. They range from office careers sciences programs to health-related programs such as dental assisting and registered nursing.

When students make the decision to follow an Associate of Science Degree program, they are not necessarily preparing themselves for transfer to a state university. They should understand that their decision will result in their earning a degree which should lead to a productive career for them. If later they decide to attend a university, they may be required to do additional work at the freshman or sophomore level in order to earn enough credit hours to transfer.

In the Associate of Science Degree program which students choose, they will take courses in two basic areas. One area will be specialized courses. For instance, students in Electronics will take specialized courses in electronics.

The second major area of courses which they will take at Broward Community College will be general education. General education courses are designed to help students develop as well-rounded individuals capable of thinking and acting as mature, educated, and enlightened citizens. It is believed that these courses in general education, such as English Composition, broaden knowledge and enhance overall employment potential. All Associate of Science degree students are required to complete ENC1101, also ENC1102 or ENC2210. At least three hours of mathematics at or above the level of MAT1033. Students should check with their advisors or program managers for further details.

Associate of Science Degree programs are described in the Academic Sections. Students can learn additional information about the courses by visiting with counselors or advisors in the Counseling Offices or by contacting the department chairmen who work with the programs. Some Associate of Science Degree programs are restricted to one campus.

FINAL RESPONSIBILITY FOR MEETING THE REQUIREMENTS FOR GRADUATION FOR AN ASSOCIATE OF SCIENCE DEGREE RESTS WITH THE STUDENT. HE/SHE MUST COMPLETE ALL OF THE COURSES AS SPECIFIED IN THE PROGRAM FOR THE DEGREE.

Program sheets are available for all Associate of Science and Certificate programs in the Counseling and Advisement Offices on Central, North, South, and the Allied Health campuses and are described in the Academic Division Sections within this Catalog.

Division Codes

Allied Health Technology
Business Administration
Criminal Justice Institute
Engineering Technology
Humanities
Mathematics and Science
Public Service Technology
Social Science

AHT
BUS
CJI
ENG
HUM
MTH
PST
SOC

Associate of Science Degree Programs

Program
Number/
Option

Program Division

163	Airline Marketing Careers
104	Architectural Technology
168	Automotive Technology
105	Aviation Science Management
173	Aviation Maintenance Tech
106	Banking and Financial Inst.
	Business Administration:
100	Accounting
119	General Business
122	Insurance
115	International Business
138	Real Estate
107	Career Pilot
108	Commercial Art
	Computer Science:
112	Business Option
113	Engineering/Scientific Option
109	Contracting and Civil Engineering
154	Court and Conference Reporting
	Criminal Justice:
110/1	Corrections
110/2	Crime Scene Technology
110/3	Law Enforcement
146	Dental Assisting
147	Dietetic Technician
114	Electronic Engineering Technology
160	Emergency Medical Technology
141	Fashion Marketing
118	Fire Science Technology
190	General Studies
121	Hotel-Motel Administration
170	Interior Design
123	Landscape Technology
172	Legal Assisting
	Management:
161	General Management
161/1	Materials Management
161/2	Purchasing Management
161/3	Savings and Loan Career
126	Marketing
125	Medical Assisting
139	Medical Laboratory Technology
127	Nursing Technology
127/1	LPN Transition
	Office Careers:
134/1	Administrative Assistant
134/2	Airline Specialist
134/3	Information/Word Processing
134/4	Legal Secretary
134/5	Medical Secretary
134/6	Office Specialist
140	Pest Control Technology
153	Physical Therapy Assistant
159	Radiation Therapy Technology
131	Radiologic Technology
167	Radiologic Technology Special Program for Degree
165	Restaurant and Food Service Administration
132	Respiratory Therapy
142	Tourism Industries Administration

Certificate Programs — Specialized Areas

Program

Number/

Option Program Title

214	Accounting
223	Aviation Maintenance
232	Airframe
233	Power Plant
235	Airframe and Power Plant
221	Building Construction
204	Clerk-Typist
212	Corrections
216	Credit Union Leadership Training
217	Dental Assisting
230	Diagnostic Medical Sonography (Ultrasound)
220	Drafting
210	Electronics
205	Emergency Medical Technology

202	Fire Science
203	Food Service
234	Helicopter Maintenance
211	Income Tax Preparation
215	Medical Assisting
208	Paramedic
209	Police Science
227	Pre-School and Day Care Center
228	Radiation Therapy Technology
236	Respiratory Therapy Technology
237	Secretarial
207	Secretarial, Advanced
207/1	Accounting
207/2	Executive
207/3	General
207/4	Insurance
207/5	Legal
207/6	Medical
207/7	Real Estate
206	Secretarial, Certified Professional
213	Small Business Administration

Associate of Science in General Studies Degree

What Is It?

The Associate of Science in General Studies Degree is awarded to students who desire to pursue a self-determined course of study. The degree is not a transfer degree and students who desire specific transfer information should seek counseling assistance on the campus. Credits may be earned in a wide variety of university parallel and technical courses which may range from literature to electronics, or in a concentrated program of study in particular subject areas. The degree will enable students to exercise a maximum of freedom in determining the course content of the degree. If students elect to complete the General Education requirements adopted for the Associate of Arts degree, the Associate of Science in General Studies degree will carry the "General Education Requirements Fulfilled" notation.

Degree Requirements

1. Complete the admission process and be accepted to the college.
2. Complete 62 or more credits in courses numbered 1000-2999 in the College Catalog, of which at least 15 are general education.
3. Earn a 2.0 grade point average or better in the 60 or more academic credits presented for graduation.
4. Complete ENC1101, or its equivalent through test performance or transfer.
5. Complete 3 credit hours of Mathematics at the level of MAT1033 or higher.
6. Complete 2 credit hours in HPD activities.
7. Complete a graduation evaluation, apply for graduation, and pay the graduation fee consistent with published College deadlines.
8. Fulfill all financial obligations to the College.
9. Students who have received or are eligible for the Associate of Arts or Associate of Science degree may not be awarded the Associate of General Studies Degree.

DIVISION OF CONTINUING EDUCATION/ COMMUNITY SERVICES

Continuing Education/Community Services is a vital element of the total program at Broward Community College. The division has the primary purpose of emphasizing the community — its needs, its desires, its people. With a director located at each campus (North, Central, South and Allied Health) the Division of Continuing Education/Community Services extends the College into the community through credit and noncredit offerings and outreach programs which reach beyond the traditional

limits of the College.

Continuing Education/Community Services Programs are designed to provide: Opportunities for individuals wanting to upgrade their present skills or to explore new occupational fields; Cultural and Community Enrichment Studies for groups and individuals seeking to enhance the quality of living in the community; Personal Enrichment and Recreation for individuals wishing to

explore new activities for personal growth and enjoyment; and Resources for Industry, Government, and Professional Groups desiring to supplement their own training and development programs. Programs are offered as Short Courses, Seminars, Forums, Workshops, and Institutes. The structure of a program is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Programs are offered at various locations for your convenience. They are held on the Broward Community College campuses or may be brought to condominium clubhouses, civic centers, libraries, or where the target group has an available facility. Courses are also conducted at business, industry, or government facilities.

Continuing Education/Community Services Programs are offered on a credit or noncredit basis. Registration procedures are simplified to meet group or individual needs. Instructors are highly qualified professional men and women from the Broward Community College faculty and other educators with outstanding background and

experience in their fields. Fees are in keeping with the community college concept of providing quality instruction at minimal cost.

Under the aegis of Community Instructional services funding each campus supports a Center for Program Development designed to work with community-based groups or organizations concerned with special problems of the community in the areas of environmental, health, safety, human relations, governmental, education, child rearing, and consumer economics/homemaking. Special targeted groups of the population, including women, the elderly, the unemployed or under-employed are served through creative programming and other unique and cooperative arrangements. For information and assistance in using the resources of the college, please call the campus nearest you.

Central Campus	475-6600
North Campus	973-2205
South Campus	963-8815
Allied Health	475-6768



Allied Health Center Campus

Department Name

Continuing Education
Dental Assisting Technology
Dietetic Technology
Emergency Medical Services
Medical Assisting Technology
Medical Laboratory Technology
Nursing Technology
Physical Therapist Assistant Technology
Radiation Therapy Technology
Radiologic Technology (x-ray)
Diagnostic Medical Sonography (ultrasound)
Respiratory Therapy

Prefix

NSP
DEA, DES
DIE, HUN
EMS
MEA
MLS
NUR,
PHT
RAT
RTE
SON
APB, RET

ALLIED HEALTH DEPARTMENTAL POLICIES

STUDENT SUBSTANCE ABUSE POLICY STATEMENT

A Student who is unable to perform clinical activities as assigned with reasonable skill and safety to patients by reason of illness, or use of alcohol, drugs, narcotics, chemicals, or any other type material, or as a result of any mental or physical condition, shall be required to submit to a mental or physical examination. The physician and health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be borne by the student. Failure to submit to such an examination may result in dismissal from the program.

Registration/Audit:

A student must be registered in the course to attend class. No student may audit any allied health course without the permission of the appropriate allied health department head.

Concurrent Enrollment:

A student must register for theory and the corresponding lab and/or clinical course. If the student fails or withdraws from the clinical course, he/she may remain in the theory course. Following the completion of the theory course, the student must register for the clinical course as designated by the Department Head. The student may have to wait for the availability of clinical space.

If the student withdraws from the theory, he/she must withdraw from the clinical lab course. The student must later register for the theory and clinical/lab course as designated by the Department Head. The student may have to wait for the availability of space.

Withdrawal:

A student who withdraws from an allied health course must contact the Department Head at the time of withdrawal. If a student wishes to continue in the program at a later date, he/she must follow the Readmission Policy. The student may have to wait for the availability of space.

Transfer:

Students who wish to transfer allied health credits from another college should contact the appropriate department for a copy of the procedures and policies. No student can obtain an Allied Health A.S. Degree unless they have completed 24 credit hours at BCC including the final 10 credits in the appropriate major.

Attendance:

Each instructor determines the attendance policy for each class, and communicates this policy to all students attending class. It is the student's responsibility to attend class.

Clinical attendance is mandatory. It is the students responsibility to contact the instructor or clinical area in case of an emergency or illness.

Cheating:

If a student is discovered cheating, that student may be expelled or suspended from the program.

In submitting written work during any course, the

Allied Health Programs

The Allied Health Center Campus has two major academic divisions: Programs for Initial Professional Preparation and Programs for Post-Professional Development. Programs which prepare students for entry into specific health professions include: Dental Assisting, Dietetic Technology, Emergency Medical Services, Medical Assisting, Medical Laboratory Technology, Nursing Technology, Physical Therapist Assistant Technology, Radiation Therapy Technology, Radiologic Technology(x-ray), Diagnostic Medical Sonography(ultrasound), and Respiratory Therapy.

Programs for post-professional development are those which enroll credentialled health professionals whose goals are to increase their knowledge and skills in various health related topics and courses. All courses/programs are offered by the Division of Continuing Education for Health Related Professionals.

Admission Requirements and Procedures:

1. Students must fulfill general admission requirements to the college.
2. Students must complete an Allied Health Admissions Application for desired Allied Health Program(s). Separate application must be made to each program. Applications may be obtained by calling 475-6770.
3. Transcripts for previous college work (including BCC) should be sent to the appropriate department.
4. Students must have a minimum grade point average of 2.0 for all college/school work attempted unless waived by the department.
5. Students are selected into programs based on established criteria for each program in accordance with Equal Access/Equal Opportunity standards and date of application from the specific departments.
6. The number of students selected is limited and varies with the availability of clinical facilities, state licensure regulations, and other related criteria.
7. Students are notified in writing of acceptance or provisional acceptance. Some students may be notified by telephone because of late application or due to students who have withdrawn their application.

student should be aware of the policy on plagiarism adopted by the allied health faculty.

Transportation:

Students must have reliable transportation to and from B.C.C., and to and from the assigned clinical facility. No transportation is provided by the college or clinical facility. The student assumes all risks and responsibilities for travel to and from clinical sites and field trips.

Complaint/Grievance Procedure:

A formal process for resolving complaints/grievances has been established. A student wishing to formally complain or grieve should first obtain a copy of the Complaint/Grievance Procedure form. Complaint/Grievance forms may be obtained from the office of the Department Head, Dean of Allied Health or Provost of Allied Health.

THE STUDENT MUST INITIATE ACTION WITHIN SIXTEEN (16) WEEKS OF THE ALLEGED OCCURRENCE. A STUDENT SHOULD ALWAYS, BEFORE INITIATING THIS PROCESS, DISCUSS THE ISSUES WITH THE INVOLVED PARTIES, I.E., INSTRUCTOR, DEPARTMENT HEAD.

Uniforms:

Uniforms that meet the approval of the appropriate Allied Health Department must be furnished by the students. Information regarding their purchase is given to each applicant following admission to a program. Failure to adhere to the appropriate dress code will result in dismissal from the clinic.

Liability Insurance:

All Allied Health students are required to carry professional Liability Insurance each term that they are in a clinical setting. The fee of \$12.00 per year is due at the time of registration.

Accident and Personal Health Insurance:

It is recommended that all students in Allied Health programs carry accident insurance and personal health insurance due to the inherent risk of exposure to disease.

Health Examination:

A complete physical health form must be submitted upon notification of acceptance. Final acceptance into the program will be contingent upon the results of the medical form.

Continuation In Program:

Continuation in allied health programs is dependent upon maintaining the course grades and GPA as specified by each department. The departments also reserve the right to discontinue a student's enrollment at any time during the program, if in its judgment, the student does not possess the qualifications necessary for the selected allied health career or demonstrates behavior deemed to be potentially detrimental to patient's safety and well being.

Readmission:

Each allied health department has established specific readmission policies. The student who wishes readmission consideration should check with the appropriate department for specific criteria and procedures.

Continuing Education For Health Related Professions

This Continuing Education Program provides educational opportunities for health related professionals who desire to increase their knowledge and skills based on a continuum. The program supports and assists in implementing the philosophy and purpose of the College, primarily through continuing education offerings for health care providers including registered nurses, licensed practical nurses, medical and dental assistants, dietitians, radiographers, respiratory and physical therapists, social workers and counselors, paramedics, emergency medical technicians, and psychological services.

The Division of Continuing Education for Health Related Professions is an approved provider of courses designed for: Dental Assistants and Dental Hygienists, approved by the Florida State Board of Dentistry, Provider Number P00020; Radiologic Technologists, approved per course by the Radiologic Health Services. Provider Number 3200006; and for Licensed Practical and Registered Nurses by the Florida State Board of Nursing Provider Number 27C0093. Courses approved by the American Medical Assistant Association and the Department of Professional Regulation/Psychological Services are also offered.

Broward Community College Continuing Health Education believes in appropriate interprofessional collaboration in programming that fosters interaction among health care practitioners in order to provide improved quality health care. The concept of learning as a continuous process of formal and informal educational learning experiences is supported. Continuing Education is viewed as supplemental to formal education and, therefore, most appropriate as short-term, noncredit offerings.

Offerings are available at all Broward Community College campus sites and off campus sites as well. Day, Evening and Saturday offerings are scheduled to provide opportunity for continuing education through seminars, workshops, short- and long-term courses and special educational programs. Credit courses and Home Study courses are also available. Contracted instructional services are available to meet the special needs of individual institutions, agencies, or groups.

Noncredit and credit courses are announced to the community in the publication Continuing Education For Health Related Professions and additional brochures for individual offerings.

For information regarding this program contact the Continuing Education Division in the Allied Health Center Campus, at 475-6768.

Dental Assisting Program

A career in Dental Assisting has developed into a rewarding and challenging opportunity for men and women of today. A Dental Assistant is a member of a highly qualified health team, working to improve the health of the community. The varied duties and responsibilities of the dental assistant require knowledge of the basic dental sciences, proficiency in office management procedures, and practical experience involving specialized skills.

Broward Community College has developed a unique program to meet the need for trained Dental Assistants in the community. Completion of the first year leads to a certificate; continuation in the program, with completion

of a second year of prescribed study, leads to an Associate of Science Degree. The optional program is designed to meet the individual needs of the student.

The Dental Assisting Program is fully accredited by the Commission on Accreditation of the American Dental Association. Accreditation of the program by the Commission grants the necessary eligibility for the graduates of the one-year certificate program to take the Dental Assisting National Board Examination.

Criteria for Admission to Dental Assisting Program:

1. Applicants must fulfill the general requirements for admission to the Allied Health programs (See Requirements for Admission to Allied Health Programs and Procedure for Applying for admission.).
2. A satisfactory personal interview with Dental Assisting Department faculty is required.

Requirements for the Certificate of Achievement in Dental Assisting:

1. Completion of 45 semester hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in ANY course required for the Dental Assisting Certificate.
2. Completion of the following courses in general education:

Semester Hours

SPC1024	Introduction to Speech	3
ENC1101	Composition	3

3. Completion of the following courses in major field (no grade lower than "C" will be acceptable):

DEA1022C	Preclinical Orientation to Dental Assisting	7
DEA1000	Introduction to Dental Assisting	1
DES1020C	Dental Anatomy and Physiology	3
DES1100C	Dental Materials	3
DES1300	Preventive Dentistry	2
DEA1800C	Clinical Practices and Procedures I	4
DEA1804C	Clinical Practices and Procedures II	6
DEA1820C	Expanded Functions I	2
DEA1821C	Expanded Functions II	2
DES1210C	Dental Radiology	2
DEA1130	Allied Dental Theory	4
DES2300	Dental Psychology	1
DEA1200	Practice Administration of the Dental Office	2
Total Semester Hours		39

Associate of Science Degree in Dental Assisting

Requirements for the Associate of Science Degree in Dental Assisting:

1. Completion of 73 semester hours of credit with a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in all courses required for the Dental Assisting Degree.
2. Completion of a minimum of 24 semester hours at the College, including the final 10 credits in the appropriate major.

First Year

Semester Hours

Term I

*DEA1022C	Preclinical Orientation to Dental Assisting	7
*DEA1000	Introduction to Dental Assisting	1
*DES1020C	Dental Anatomy and Physiology	3
*DES1100C	Dental Materials	3
*DEA1300	Preventive Dentistry	2
*DES1210C	Dental Radiology	2
*DEA1820C	Expanded Functions I	2
Total Semester Hours		20

Term II

*DEA1800C	Clinical Practices and Procedures I	4
*DEA1821C	Expanded Functions II	2
*DEA1130	Allied Dental Theory	4
*DES2300	Dental Psychology	1
*DEA1200	Practice Administration of the Dental Office(1)	2
SPC1024	Introduction to Speech	3
~~ENC1101~~	~~Composition~~	~~3~~
Total Semester Hours		19

Term IIIA

*DEA1804C	Clinical Practices and Procedures II	6
Total Semester Hours		6

(1)Satisfactory completion of a typing competency examination is necessary for course completion.

*Requires a pre- or co-requisite. See the course description in this catalog.

Second Year

Semester Hours

Term I

*ENC1102	~~Composition or~~	
*ENC2210	Technical Report Writing	3
CHM4033	~~Chemistry for Health Sciences~~	~~3~~
*APB1190	~~Human Anatomy and Physiology I~~	~~3~~
*APB1190L	Human Anatomy and Physiology I lab	1
*MAT1033	Intermediate Algebra	3
	~~Physical Education Activity~~	~~1~~
Total Semester Hours		14

Term II

*DEA2940	Dental Practicum	3
*APB1191	Human Anatomy and Physiology II	3
*APB1191L	Human Anatomy and Physiology II lab	1
PSY2012	~~General Psychology~~	~~3~~
SYG2000	General Sociology	3
	~~Physical Education Activity~~	~~1~~
Total Semester Hours		14

* Requires a pre- or co-requisite. See the course description in the catalog.

Diagnostic Medical Sonography (Ultrasound)

The Diagnostic Medical Sonography Certificate Program prepares individuals meeting certain qualifications to work with medical practitioners in the management, control and care of patients referred for ultrasound studies.

Clinical education is done in local clinics and hospitals. On completion of the 12 month course, students will be eligible to write the exams of the American Registry of Diagnostic Medical Sonographers.

Criteria for Admission to Diagnostic Medical Sonography:

1. Applicants must fulfill the general requirements for admission to Allied Health Programs (See Requirements for admission to Allied Health Programs and Procedure for Applying for Admission.).
2. Graduate of an accredited two year radiologic technology program with preference given to Registered Radiographers or a minimum of a two year Allied Health Degree.
3. Candidates for admission who only have a two year degree must be interviewed by Program Head and Department Head.

Requirements for a Certificate in Sonography:

1. Completion of required courses with a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Sonography courses.
2. Completion of the following courses (the program is sequential and full time):

	Semester Hours
<i>Term I</i>	
*SON2211 Medical Sonographic Physics I	2
*SON2111 Abdominal Sonography I	2
*SON2121 OB/GYN Sonography I	2
*SON2131 Heart/Chest Sonography I (Optional) (1)	2
*SON2851L Clinic A (24 hrs/week)	3
Total Semester Hours	11

<i>Term II</i>	
*SON2212 Medical Sonographic Physics II	2
*SON2112 Abdominal Sonography II	2
*SON2122 OB/GYN Sonography II	2
*SON2132 Heart/Chest Sonography II (Optional) (1)	2
*SON2861L Clinic B (24 hrs/week)	3
Total Semester Hours	11

<i>Term III</i>	
*SON2141 Carotid, Thyroid, Eye, Breast Sonography	2
*SON2871L Clinic C (32 hrs/week)	4
Total Semester Hours	6

1 Course may be taken as audit, for grade, or not at all.

*Requires a pre- or co-requisite. See course description in the catalog.

Dietetic Technician Program Nutrition Care Services

This Dietetic Technician Program prepares students to function under the supervision of the registered dietitian. Typical duties include: assessment of the patient situation, interviews, menu planning, diet instruction for routine modifications and employee training. The program is approved by the American Dietetics Association, the national professional accreditation organization.

The Dietetic Technician Programs accepts 12 transfer credits from Atlantic Vocational Center for the student completing the Dietetic Manager's Program. At program entrance, the student needs to confer with the Coordinator of the Dietetic Technician Program.

Criteria for Admission to the Dietetic Technician Program:

1. Applicants must fulfill the general requirements for admission to Allied Health programs (See Requirements for admission to Allied Health programs and Procedure for Applying for Admission.).
2. A satisfactory personal interview with the Coordinator of the Dietetic Technician Program is required.

Requirements for a Dietetic Technician A.S. Degree:

1. Completion of 64 semester hours of credit with a grade point average of 2.0 or better.
2. Completion of courses in the major field (A grade of "C" or better must be earned in each major course).

Nutrition Care Services First Year

	Semester Hours
<i>Term I</i>	
(1)HUN1201 Essentials of Nutrition	3
(1)FSS 1221 Volume Foods	3
APB1150 Principles of Biology	3
APB1150L Principles of Biology Lab	1
ENC1101 Composition	3
Physical Education Activity	1
Total Semester Hours	14

<i>Term II</i>	
*DIE 2412 Nutrition Counseling & Education ..	3
*DIE 1270 Nutrition Clinical Practice II	3
SYG 2000 General Sociology	3
*ENC 2210 Technical Report Writing	3
EDF 2210 Educational Psychology	3
Total hours	15

<i>Term IIIA</i>	
HSA2111 Health Care Facilities	3
*MAT1033 Intermediate Algebra	3
Total Semester Hours	6

Second Year

Semester Hours

Term I

*DIE2222	Nutritional Care in Community and Institutions	3
*DIE2271	Nutrition Clinical Practice III	3
(1)HFT 1210	Supervisory Development	3
(1)FSS 2301	Dietary Department Operations	2
(1)FSS 2307	Dietetic Seminar	1
	Elective	3
	Total Semester Hours	15

Term II

*DIE 2243	Applied Nutrition	3
*DIE 2272	Nutrition Clinical Practice IV	4
HFT 2220	Organization and Personnel Management	3
	Physical Education activity	1
	Elective	3
	Total Semester Hours	14

*Requires a pre- or co-requisite. See course description in the catalog.

(1) These courses are waived for the student completing the Dietetic Manager's Program at Atlantic Vocational Center.

Emergency Medical Services Program

Broward Community College has developed a three-stage program in Emergency Medical Services to meet the needs of the community. Certificate programs for the EMT and Paramedic are included in the two-year Associate of Science Degree Program. Satisfactory completion of the Basic EMT Certificate Program will enable the student to take the Florida State EMT Examination.

Satisfactory completion of the advanced courses in the Paramedic Certificate Program will enable students to take the Florida State Paramedic Examination.

Those desiring an Associate of Science Degree may elect to take additional general academic and specialized EMS courses.

Applicants to the Emergency Medical Services program must fulfill the general requirements for admission to the college and complete the application process at the Emergency Medical Services Department. The selection of students is based upon the student meeting the Allied Health Admission requirements and the following additional factors:

1. Eighteen years of age at the time of application
2. A minimum Grade Point Average of 2.0 in all college courses previously attempted.
3. Freedom from any physical or mental defects or diseases which might impair candidate's ability to perform duties.
4. Freedom from any addiction to alcohol or any controlled substance.
5. Satisfactory personal interview with the Emergency Medical Services Department Head when requested.
6. Complete Employment History Form; complete Experience Documentation Form if Paramedic student.

Enrollment in all EMS courses is limited. Courses may not be audited if State certificate is contemplated, since a grade of "C" or better is required. All admission requirements are based on the eligibility requirements of the State of Florida to take the certification examination.

Emergency Medical Services Certificate Programs

These programs are designed solely for individuals who desire credentials at the EMT and/or Paramedic level. Individuals seeking admission to the certificate program must contact the Emergency Medical Services Department for permission to register in EMS courses.

EMT CERTIFICATE PROGRAM

A priority for admission into the EMT Certificate Program is given to the following individuals who serve in a "first response" capacity:

1. Fire Department Personnel
2. Ambulance Personnel
3. Police Personnel
4. Lifeguard Personnel
5. EMS Personnel

All other interested individuals will be assigned class space as available.

A certificate of achievement will be awarded upon completion of the following courses.

	Semester Hours
EMS 1119	Emergency Medical Technician, Basic
EMS 1119L	EMS Skills Lab
EMS 1431	EMS Clinical
	Total Semester Hours

PARAMEDIC CERTIFICATE PROGRAM

Florida State certified EMT's are eligible to apply for the Paramedic Certificate Program.

In addition to meeting the admission requirements for the college, the Allied Health Center Campus and the EMS Department, the student must:

1. Hold a current EMT Certificate from the State of Florida. The EMT state license must be one year old at the time the student completes the Paramedic Program.
2. Acceptable reading and math test scores or satisfactory completion of appropriate courses.

A priority for admission into the *Paramedic Certificate Program* is given to individuals who:

1. Have been active members of an emergency/rescue squad.
2. Have 3 acceptable recommendations from their present ambulance administrator, medical director, or other supervisor.
3. Have demonstrated the ability to function in emergency situations as ambulance attendants, firemen, military corpsmen, emergency department or intensive care unit technicians, or nurses (critical care).
4. Are associated with an ambulance or rescue service, that is equipped or will be equipped in the near future

for advanced emergency care, such as hospital/vehicle radio communications, cardioscope/defibrillator, intravenous supplies, and drugs.

5. EMS degree seeking students who have completed the Anatomy and Physiology courses APB1190, 1190L, 1191, 1191L.

All other interested individuals will be assigned class space as available.

A certificate of achievement will be awarded upon completion of the following courses:

	Semester	Hours
EMS2219	Paramedic I	6
EMS2219L	Paramedic I, Skills Lab	1
EMS2435	Paramedic I, Clinical	2
EMS2229	Paramedic II	6
EMS2229L	Paramedic II, Skills Lab	1
EMS2436	Paramedic II, Clinical	2
	Total Semester Hours	18

Associate of Science in Emergency Medical Services

Admission into the Emergency Medical Services Degree Program requires academic approval and notice of acceptance from the EMS Department at Broward Community College.

Requirements for the Associate of Science Degree in Emergency Medical Services are the following:

1. Completion of 73 hours of credit and a grade point average of 2.0 or better.
2. Completion of all EMS courses with a grade of "C" or better.

In addition to the EMT and Paramedic courses included in the certificate programs, the student must complete the following courses to earn an Associate of Science Degree in Emergency Medical Services.

	Semester	Hours
—ENC1101	Composition	3
*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
PSY2012	General Psychology	3
—MAT1033	Intermediate Algebra	3
	Social Science Elective	3
MEA1010	Medical Terminology	3
—*APB1190	Human Anatomy & Physiology I	3
	Human Anatomy & Physiology I Lab	1
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II Lab	1
APB1600	Pharmacology I	2
*EMS2513	Crisis Intervention	3
*EMS2514	Emergency Medical Technician Assessment	3
*EMS2421	Rescue Internship/Practicum	5
*EMS2311	Leadership/Practicum	2
	Elective (1)	3
—	Physical Education Activity	2
	Total Semester Hours	46

* Requires a pre- or co-requisite. See course description in catalog.

(1) EMS Electives:

*EMS2361	Aquamedic Injury Management
*EMS2331	Emergency Care in Flight
*EMS2511	Emergency Respiratory Therapy
*EMS2512	Endotracheal Preceptor/Practicum
*EMS2515	Emergency Care of Children
*EMS2517	OB Preceptor/Practicum

Medical Assisting Program

The role of the Medical Assistant within the physician's office is becoming more varied, demanding, and complex. Duties and responsibilities may encompass those skills of administrator, clinician, or technician. In many instances, the medical assistant functions in all three areas while being a public relations specialist.

The Medical Assisting Program is a two-level curriculum. The first year of study constitutes the basic Medical Assisting curriculum for which a certificate will be awarded upon satisfactory completion. Those desiring the Associate of Science Degree may elect to take the second year of general academic studies. The optional program is designed to meet the individual needs of students.

The Medical Assisting Degree and Certificate Programs are AMA/CAHEA*/AAMA accredited. Graduates are eligible to take the National Certification Examination for Medical Assistants immediately upon graduation.

The placement of students into externships in physicians' offices offers maximum flexibility and has been especially designed to meet the individual needs of the students, thus allowing for the development of specific skills within a chosen interest or specialty area. Students enrolled in externships will be required to spend a total of three hundred hours.

Criteria for Admission into Medical Assisting Program:

1. Applicants must fulfill the general requirements for admission to Allied Health programs (See Requirements for Admission to Allied Health Programs and Procedures for Application.).
2. Applicants must submit an original copy of a typing test verifying a 35 WPM proficiency. This should be signed and dated by the instructor administering the test.
 - a. Applicants without signed typing tests should go to the Business Administration Department (Central Campus) and make arrangements to take this test in the typing lab.
 - b. Applicants meeting all admission criteria except their typing skill may receive a preliminary acceptance until proof of their typing skill is on file with the Medical Assisting Department.

*Committee on Allied Health Education and Accreditation.

Medical Assisting Certificate of Achievement

Requirements for the Certificate of Achievement in Medical Assisting:

1. Completion of 36 semester credit hours and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in ALL courses designated as MEA.

Semester Hours

MEA1010	Medical Terminology	3
*SES1110	Intermediate Typing 4 (1)	1
MEA1002	Introduction to Medical Assisting ..	1
MEA1100	Medical Receptionist Skills	1
MEA2200	Clinical Practices I	1
MEA1812	Pharmacology for the Medical Assistant	1
MEA1103	Administrative Office Procedures ..	1
MEA1101	Medical Law and Ethics	2
MEA2201	Clinical Practices II	1
MEA2202	Introduction to Non-Invasive Cardiology Procedures	1
MEA1104	Medical Insurance	1
*MEA1011	Clinical Terminology	3
*SES2361	Medical Transcribing	3
*MEA1813	Radiology for the Medical Assistant ..	2
*MEA2800	Externship	5
*MEA2300	Medical Office Lab Procedures I	2
*MEA2301	Medical Office Lab Procedures II	2
*MEA2810	Advanced Externship	5
	CPR and First Aid (2)	—
	Total Semester Hours	36

*Requires a pre- or co-requisite. See course description in catalog.

- (1) Students who do not meet prerequisites will have to take qualifying typing courses. As a prerequisite to receive a grade in SES 1110, Medical Assisting students are required to pass three timed writings of 45 WPM each. Each timed writing of five minutes will have no more than five errors. Even if all assignments have been passed and a "A" average is achieved in the class, a grade will not be assigned until the speed requirements have been met.

An original copy of the typing test verifying a 45 WPM proficiency should be put on file in student's folder in the Medical Assisting Department. This copy should be signed and dated by the instructor administering the test.

- (2) CPR and First Aid will be taught through Continuing Education in Term I. Specifics will be announced.

Associate of Science Degree in Medical Assisting

Requirements for the Associate of Science Degree in Medical Assisting:

Completion of 66 semester hours of credit (as listed) and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in all courses designated as MEA.

First Year

Term I

	Semester Hours
MEA1010	Medical Terminology 3
*SES1110	Intermediate Typing 4 (1) 1
MEA1002	Introduction to Medical Assisting 1
MEA1100	Medical Receptionist Skills 1
MEA2200	Clinical Practices I 1
MEA1103	Administrative Office Procedures 1
MEA1101	Medical Law and Ethics 2
MEA2201	Clinical Practices II 1
MEA2202	Introduction to Non-Invasive Cardiology Procedures 1
MEA1104	Medical Insurance 1
MEA1812	Pharmacology for the Medical Assis- tant 1
	CPR and First Aid (2) 1
	Total Semester Hours 14

Term II

*MEA1011	Clinical Terminology	3
*SES2361	Medical Transcribing	3
*MEA1813	Radiology for the Medical Assistant ..	2
*MEA2800	Externship	5
*MEA2300	Medical Office Lab Procedures I	2
*MEA2301	Medical Office Lab Procedures II	2
	Total Semester Hours	17

Term IIIA

*MEA2810	Advanced Externship	5
	Total Semester Hours	5

Second Year

Term I

		Semester Hours
ENC1101	Composition	3
*MAT1033	Intermediate Algebra	3
*CHM1033	Chemistry for Health Sciences	3
*APB1190	Human Anatomy and Physiology I	3
*APB1190L	Human Anatomy & Physiology I Lab	1
	Physical Education Activity	1
	Total Semester Hours	14

Term II

	Social Science Elective	3
*SES2335	Business Communications or Technical Report Writing (3)	3
*ENC2210	Accounting Survey I	3
ACG1003	Human Anatomy & Physiology II ...	3
*APB1191	Human Anatomy & Physiology II Lab	1
*APB1191L	Physical Education Activity	1
	Total Semester Hours	14

*Requires a pre- or co- requisite. See course description in catalog.

- (1) Students who do not meet prerequisites will have to take qualifying typing courses. As a prerequisite to receive grade in SES1110, medical assisting students are required to pass three timed writings of 45 WPM

each. Each timed writing of five minutes will have no more than five errors. Even if all assignments have been passed and an "A" average is achieved in the class, a grade will not be assigned until the speed requirements have been met.

An original copy of the typing test verifying a 45 WPM proficiency should be put on file in student's folder in the Medical Assisting department. This copy should be signed and dated by the instructor administering the test.

(2) CPR and First Aid will be taught through Continuing Education in Term I. Specifics will be announced.

(3) Completion of ENC1101 and ENC2210 or SES2335 will satisfy the requirements for a degree in Medical Assisting Technology at this institution. However, students planning to transfer to a university should complete ENC1101 and ENC2210 since SES2335 may not be acceptable for transfer credit.

Medical Laboratory Technology Program

The Medical Laboratory Technology Associate Degree Program (MLT-AD) was developed specifically to enable the Medical Laboratory Technician-Certificate (MLT-C)* graduates to continue their education and qualify for higher level positions in the clinical laboratory field. MLT-AD graduates will be able to work with less direct supervision and perform more difficult procedures than would be expected of the MLT-C. They will be eligible to take a national certifying examination for Medical Laboratory Technician and the Florida State Licensure Examination for Clinical Laboratory Technologist.

The Medical Laboratory Technology-AD program of Broward Community College is approved by CAHEA through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is open to graduates of one year MLT-C programs approved by CAHEA.

The MLT-C Program at Sheridan Vocational-Technical Center is affiliated with this program. Applicants must satisfy requirements for admission to the College and submit verification of graduation from an approved MLT-C program within the previous five years. Applicants whose MLT-C graduation is pending will need the recommendation of their MLT-C instructor. MLT-C credentials must be approved by the Medical Laboratory Technology Coordinator.

The program reserves the right to require applicants who are not recent graduates of the approved program at Sheridan Vocational-Technical Center to take a series of examinations covering all clinical laboratory areas to demonstrate knowledge and skills at least equivalent to minimum requirements for current Sheridan MLT-C graduates. Students with limited areas of insufficient competence will be able to take supplemental courses at Sheridan Vocational-Technical Center to raise their knowledge and skills to the required entry level for the MLT-AD program. When competencies are demonstrated in all areas on retesting, the student will be accepted in the program. Graduates of medical laboratory programs which are not accredited by CAHEA (NAACLS) who are interested in pursuing entrance into the MLT-AD program should contact the Experiential Learning Department on Central Campus to determine eligibility for credits at the MLT-C level. Students who are on the

waiting list for the MLT-C program at Sheridan Vocational-Technical Center may be admitted to the MLT-AD program at Broward Community College on verification by Sheridan that they have met the entrance requirements of the MLT-C program. These students may not take courses prefixed with MLS until they have completed the MLT-C program, but may take all other courses required for the MLT Associate Degree.

Upon acceptance into the program MLT-C graduates may have the 30 MLT-C level credits awarded (fee \$30.00). Students must complete 40 or 43 semester hours credit at the College to satisfy the Associate of Science degree requirements for graduation. Once accepted into the Medical Laboratory Technology program, students may select one of two curriculum tracks toward the Associate Degree. Track I is designed essentially for students not interested in transferring to a university for further study. Track II has more university parallel credits for students who plan to eventually apply them toward earning a Baccalaureate Degree in Medical Technology or a related science. Track II contains 30 university parallel credits.

Students who are not interested in acquiring career entry skills prior to earning a Baccalaureate Degree in Medical Technology may take the Pre-Medical Technology (A.A. Degree) program (see Counseling Program Sheet). The A.A. Degree does not require the first year in the MLT-C program.

* Formerly: Certified Laboratory Assistant (CLA).

Requirements for the Associate of Science Degree in Medical Laboratory Technology:

1. Completion of 70(Track II) or 73(Track I) semester hours of credit with a grade point average of 2.0 or better.
2. Completion of the following courses in major field (no grade lower than "C" will be acceptable for MLS courses):

	Semester Hours
*MLS2605C Advanced Instrumentation	4
*MLS2610C Advanced Clinical Chemistry Techniques	2
*MLS2402C Clinical Microbiology	2
*MLS2360C Advanced Hematology	2
Total Semester Hours	10

3. Completion of the following courses in related area:

MLS1010C Medical Laboratory Technology I ..	10
MLS1210C Medical Laboratory Technology II ..	10
MLS1520C Medical Laboratory Technology III ..	5
MLS1021C Medical Laboratory Technology IV ..	5
Total Semester Hours	30

These 1000 level courses are equivalent to those offered in a 12-month CAHEA approved MLT-C Program and will be awarded upon verification of successful completion of the MLT-C Program within the last five years (\$30.00). These courses are not offered by the College and may be taken at Sheridan Vocational-Technical Center.

4. Completion of the following courses in general education:

ENC1101 Composition	3
*MAT1033 Intermediate Algebra or	
*MAC1132 Pre-Calculus Mathematics I	3
(1)CHM1045 General Chemistry I	3
CHM1045L General Chemistry I Lab	1
*CHM1046 General Chemistry II	3

*CHM1046L	General Chemistry II Lab	1
	Behaviorial Science Elective	3
*ENC2210 or	Technical Report Writing	3
*ENC1102	Composition	
	Physical Education Activities	2
	Total Semester Hours	22

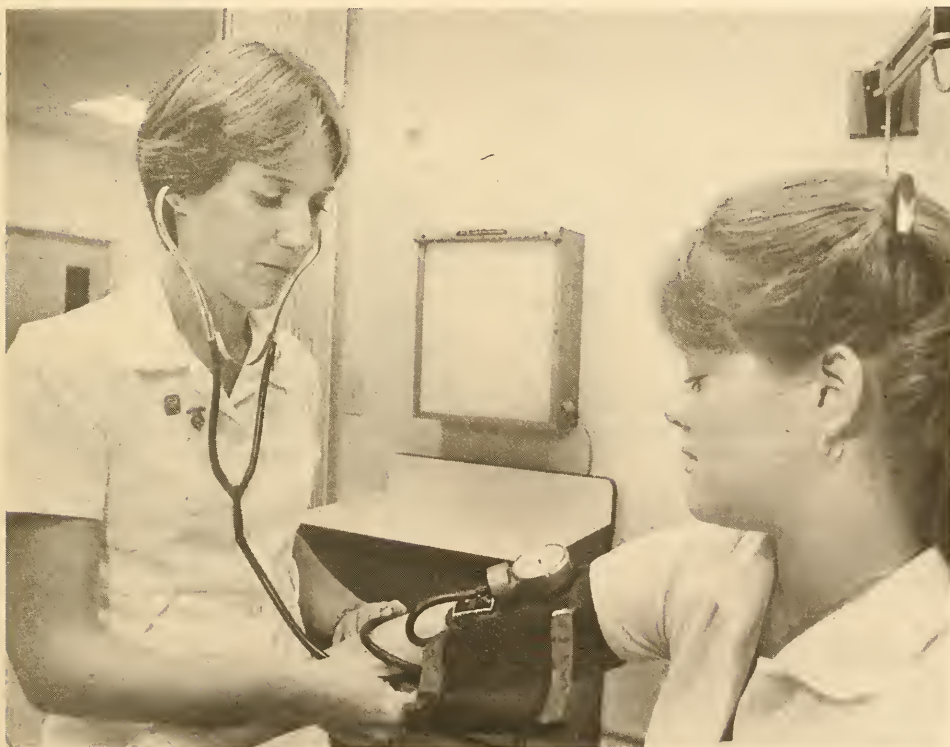
Students may elect one of the following tracks to complete their requirements for the A.S. Degree (See preceding "Medical Laboratory Program" section for explanation of tracks.):

Track I	(73 Semester hours)	
*APB1190	Human Anatomy & Physiology I ...	3
*APB1190L	Human Anatomy & Physiology I	
	Lab	1
*APB1191	Human Anatomy & Physiology II ..	3
*APB1191L	Human Anatomy & Physiology II	
	Lab	1
SYG2000	General Sociology	3
	Total Semester Hours	11

Track II	(70 Semester hours)	
(2)*MAC1132	Pre-Calculus Mathematics II or	
*MAC1133	(if MAT1033 not required)	3
(3)APB1150L	Principles of Biology Lab	1
*ZOO1013	General Zoology	3
*ZOO1013L	General Zoology Lab	1
	Total Semester Hours	8

*Requires a pre- or co-requisite. See course description in catalog.

- (1) General Chemistry is offered as either a two-semester sequence (CHM1045-1046) or as a three-semester sequence (CHM1040-1041-1046). Placement is determined by a placement exam.
- (2) Six hours of math courses are required for Track II. All students must take either MAT 1033 and MAC 1132 or MAC 1132 and MAC 1133.
- (3) Students who wish to qualify to take the Florida Clinical Laboratory Technologist Examination must also take APB1150 or another 3 credit biology course.



Department of Nursing Technology

The Associate Degree Program in Nursing Technology is designed to prepare men and women for careers in nursing. The program recognizes as its purpose the education of persons to provide competent nursing care at the technical level and to contribute to the promotion of health in the community.

The Nursing Program is approved by the Florida State Board of Nursing, is accredited by the National League for Nursing, and holds membership in the Associate Degree Council of the National League for Nursing.

The Department of Nursing Technology offers an Associate Degree in Nursing Science to both Licensed Practical Nurses (LPNs) and those who have no previous nursing education. The LPN-RN Transition Track recognizes the LPN's nursing knowledge and skills. This is designed for the LPN who feels qualified to participate in an accelerated track. The Generic track is for the applicant who has no previous nursing education or the LPN who does not wish to enroll in an accelerated track. Also, the Generic Track has a special track for Emergency Medical Technician/Paramedic (EMT/PM) nursing students who work a 24-hours-on and 48-hours-off schedule.

The program combines studies in general education and nursing education at the College with selected clinical experiences in hospitals and other community facilities. Nursing courses require students to spend 20 to 36 hours per week in the classroom and clinical experiences.

Students are scheduled for both day and evening clinics throughout the program. It is expected that students will have made arrangements to meet these hours.

Criteria for Admission to the Nursing Program

- Applicants must complete general requirements for admission to Allied Health Programs. (See Requirements for Admission to Allied Health Programs and Procedures for Application.)
- Complete the following courses with a grade of C or better:

	Semester Hours
CHM 1030 Chemistry for Health Science	3
APB 1190 Human Anatomy & Physiology I ...	3
APB 1190L Human Anatomy & Physiology I Lab	1
Total Semester Hours	7

- Reading: Pass assessment at eleventh grade or above.
- Mathematics: pass assessment at 80% or above.
- Cumulative grade point average of 2.0 or better.
- LPN/RN Transition Track students need a current Florida LPN License. LPN's who are interested in the LPN/RN Transition Track will be required to pass (50 percentile or above) the NLN/PN Comprehensive Test prior to submitting the application.

Graduates will receive an Associate of Science Degree in Nursing which meets the academic requirements for eligibility to write the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse.

STUDENTS IN THE NURSING PROGRAM WHO HAVE BEEN CONVICTED OF A FELONY CHARGE MAY BE DENIED THE OPPORTUNITY TO WRITE THE NCLEX BY THE FLORIDA STATE BOARD OF NURSING. CLARIFICATION ON THIS ISSUE IS THE RESPON-

SIBILITY OF THE STUDENT. INQUIRIES SHOULD BE DIRECTED TO THE FLORIDA STATE BOARD OF NURSING.

Requirements for the Associate of Science Degree in Nursing:

- Completion of 86 hours of credit and a cumulative grade point average of 2.0 or better. No grade lower than "C" will be acceptable for any course required for the Nursing Degree.
- Completion of the following courses in General Education:

	Semester Hours
ENC1101 Composition	3
*ENC1102 Composition or	
*ENC2210 Technical Report Writing	3
PSY2012 Social Science Elective	3
*DEP2102 General Psychology	3
DEP2004 Child Psychology or	
*MAT1033 Human Development	3
Intermediate Algebra or higher	3
Physical Education Activities	2
Total Semester Hours	20

- Completion of the following courses in related areas:

*APB1190 Human Anatomy & Physiology I ...	3
*APB1190L Human Anatomy & Physiology I Lab	1
*APB1191 Human Anatomy & Physiology II ...	3
*APB1191L Human Anatomy & Physiology II Lab	1
*CHM1033 Chemistry for Health Sciences	3
**HUN1201 Essentials of Nutrition	3
**APB1600 Pharmacology I	2
**MCB2013 Microbiology	3
**MCB2013L Microbiology Lab	1
Total Semester Hours	20

- Completion of courses in major field of Nursing:

GENERIC TRACK

*NUR1021 Nursing Process	6
*NUR1021L Nursing Process Clinical Lab	4
*NUR1730 Pediatric Nursing & Common Elements of Nursing Care	3
*NUR1730L Pediatric Nursing & Common Elements of Nursing Care Clinical Lab	2
*NUR1524 Nursing Care of the Psychiatric Patient	3
*NUR1524L Nursing Care of the Psychiatric Patient Clinical Lab	2
*NUR1421 Health Care of Women	3
*NUR1421L Health Care of Women Clinical Lab	2
*NUR2220 Medical-Surgical Nursing I	3
*NUR2220L Medical-Surgical Nursing I Clinical Lab	2
*NUR2221 Medical-Surgical Nursing II	3
*NUR2221L Medical-Surgical Nursing II Clinical Lab	2
*NUR2222 Medical-Surgical Nursing III	3
*NUR2222L Medical-Surgical Nursing III Clinical Lab	2
*NUR2223 Medical-Surgical Nursing IV	3
*NUR2223L Medical-Surgical Nursing IV Clinical Lab	3
Total Semester Hours	46

5. Completion of courses in major field of Nursing: LPN-RN TRANSITION TRACK.

NLN-PN	Comprehensive Test - 50 percentile	13
*NUR 2001	Nursing Transition I	9
*NUR2001L	Nursing Transition I Clinic	3
*NUR2412	Nursing Transition II	9
*NUR2412L	Nursing Transition II Clinic	3
*NUR2203	Nursing Transition III	4
*NUR2203L	Nursing Transition III Clinic	1
*NUR2801	Nursing Transition IV	2
*NUR2801L	Nursing Transition IV Clinic	2
Total semester credits		46

*Requires a pre- or co-requisite. See course description in catalog.

**APB1600, HUN1201 and MCB2013, 2013L are to be taken with nursing courses.

*** Upon successful completion of NUR 2001 and NUR 2001L, 13 equivalent credits will be awarded for the NLN-PN Comprehensive Test.

ANY STUDENT, INCLUDING THE READMITTED STUDENT, WHO FAILS FOUR (4) OR MORE NURSING CREDITS WILL BE DISMISSED FROM THE NURSING PROGRAM.

Physical Therapist Assistant Program

The training and education of the Physical Therapist Assistant is a joint venture with the profession, the community, and Broward Community College.

The program provides the student with the opportunity to develop competency in technical skills relative to physical therapy through planned clinical, classroom and laboratory experiences. The graduate will be prepared to participate in providing a variety of services under the direction and guidance of a supervising physical therapist.

The program is fully accredited by the American Physical Therapy Association. Licensing examinations are given by the Florida State Board of Professional Examiners at the completion of the two year program and the Physical Therapist Assistant shall be eligible for an appropriate membership category in the American Physical Therapy Association.

Criteria for Admission in the Physical Therapist Assistant Program:

Applicants must fulfill the general requirements for admission to Allied Health programs (See Requirements for Admission to Allied Health Programs and Procedures for applying for admission). For further information, call 475-6770.

Requirements for the Associate of Science Degree in Physical Therapist Assistant:

1. Completion of a minimum of 72 semester hours of credit and a grade point average of 2.0 or better.
2. No grade lower than "C" will be acceptable in Physical Therapist Assistant courses or APB courses.
3. Completion of a minimum of 24 semester hours of residence at the College of which at least 10 hours must be Physical Therapist Assistant courses.

First Year

Term I

		Semester Hours
*PHT1000	Introduction to Physical Therapy	3
*CHM1033	Chemistry for Health Sciences	3
*APB1190	Human Anatomy & Physiology I	3
*APB1190L	Human Anatomy & Physiology I Lab	1
*MAT1033	Intermediate Algebra	3
MEA1010	Medical Terminology	3
Total Semester Hours		16

Term II

*PHT1800	Therapeutic Modalities	3
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II Lab	1
PHT1103	Anatomy for the PTA Osteology/Myology	4
ENC1101	Composition	3
HLP1930	Health Fitness	2
MEA1812	Pharmacology for the Medical Assistant	1
Total Semester Hours		17

Term IIIA

*PHT1210C	Disabilities & Therapeutic Practice I	3
*PHT1801	Clinical Practice I	3
Total Semester Hours		6

Second Year

Term I

		Semester Hours
*PHT2120C	Applied Kinesiology	3
*PHT2810	Clinical Practice II	4
*PHT2220C	Disabilities & Therapeutic Practice II	3
*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
PSY2012	General Psychology	3
Total Semester Hours		16

Term II

*PHT2221C	Rehabilitative Procedures	3
*PHT2820	Clinical Practice III	6
	Behavioral Science Elective	3
EMS1031	EMT for Allied Health	3
*PHT2931	Transition Seminar	2
Total Semester Hours		17

* Requires a pre- or co- requisite. See course description in catalog.

Radiation Therapy Technology

The Radiation Therapy Technology program prepares individuals to assist the Radiation Therapist with the management, control and care of patients receiving Radiation Therapy. Clinical education is done in local hospitals. The Radiation Therapy Technology program is approved by the Joint Review Committee on Education in Radiation Therapy Technology.

One Year Certificate Program

Criteria for Admission to Radiation Therapy Certificate Program:

Applicants must fulfill the general requirements for admission to Allied Health Programs (See requirements for admission to Allied Health Programs and Procedures for Applying for Admission.). In addition, the Radiation Therapy Program requires the applicants to be either a Registered Nurse, a Radiologic Technologist (ARRT), or be registry eligible for nursing or radiography.

Requirements for a Certificate in Radiation Therapy:

Successfully complete 31 hours of credit (as listed) with a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Radiation Therapy Technology courses.

Certificate Program

Semester Hours

Term I

RAT1001	Introduction to Radiation Therapy	3
RAT1021	Principles of Radiation Therapy I	3
RAT2840L	Clinic	3
RAT1211	Anatomy & Physiology	2
RAT2021	Principles of Radiation Therapy II	2
RAT2617	Advanced Radiation Physics I	2
Total Semester Hours		15

Term II

*RAT1023	Oncology	2
*RAT2850L	Clinic	3
*RAT2619C	Dosimetry and Computer Treatment Planning	3
*RAT2618	Advanced Physics II	2
*RAT2241	Pathology and Radiobiology	2
Total Semester Hours		12

Term III

*RAT2860L	Clinic	4
Total Semester Hours		4

* Requires a pre- or co-requisite. See course description in catalog.

Associate of Science Degree in Radiation Therapy

Criteria for Admission to Associate of Science Degree Program:

Applicants must fulfill the general requirements for admission to Allied Health Programs (See requirements for admission to Allied Health Programs and Procedures for Applying for Admission.).

Requirements for A.S. Degree in Radiation Therapy:

Complete 68 hours of credit (as listed) with a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Radiation Therapy Technology courses.

First Year

Semester Hours

Term I

RAT1001	Introduction to Radiation Therapy	3
RAT1021	Principles of Radiation Therapy I	3
*APB1190	Human Anatomy & Physiology I	3
*APB1190L	Human Anatomy & Physiology I Lab	1
CHM1033	Chemistry for Health Sciences	3
*MAT1033	Intermediate Algebra (1)	3
Total Semester Hours		16

Term II

RAT1023	Oncology	2
RAT1111C	Radiographic Process	2
RAT1614C	Radiation Physics	2
RAT1800L	Clinic	2
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II Lab	1
Physical Education Activity		1
Total Semester Hours		13

Term III

RAT1930C	Radiation Therapy Seminar (Term IIIA)	2
RAT1810L	Clinic	3
Total Semester Hours		5

Second Year

Semester Hours

Term I

*RAT2617	Advanced Radiation Physics I	2
*RAT2021	Principles of Radiation Therapy II	2
*RAT2840L	Clinic	3
	Behavioral Science Elective	3
ENC11401	Composition	3
Physical Education Activity		1
Total Semester Hours		14

Term II

*RAT2241	Pathology and Radiobiology	2
*RAT2618	Advanced Radiation Physics II	2
*RAT2850L	Clinic	3
*RAT2619	Dosimetry and Computer Treatment Planning	3
*ENC2210	Technical Report Writing	3
SPC1600	Public Speaking	3
Total Semester Hours		16

TERM III

*RAT2860L	Clinic	4
Total Semester Hours		4

* Requires a pre- or co-requisite. See course description in catalog.

Radiologic Technology Program

The Radiologic Technologists assist Radiologists and other Physicians by operating x-ray equipment and preparing patients for diagnostic x-rays. He or she takes films, called radiographs, of internal parts of the body to seek evidence of disease or injury or to provide other

significant medical information. The Radiographer adjusts x-ray equipment, positions the patient and determines proper voltage, current and exposure time for each radiograph. The Radiographer may also process x-ray film, perform radiographs in surgery, and perform other tasks as assigned.

Special Program for Associate of Science Degree

This program is designed as a course of study exclusively for currently registered radiologic technologists who have graduated from an accredited hospital based program. The program provides continuing education leading to the Associate of Science Degree.

Criteria for Admission to Special Program:

Admission to this special program requires verification of current ARRT registration. A copy of the ARRT Certificate and transcripts from the Radiography Program attended must be submitted with the application. Upon admission to the program students will be awarded 44 credits (fee \$44.00) for their current registration.

Requirements for Associate of Science Degree

1. Germane Credits awarded 44.
2. Complete 23 hours of credit (as listed) with a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Radiologic Technology courses.

Semester Hours

ENC1101	Composition	3
*ENC2210	Technical Report Writing	3
*MAT1033	Intermediate Algebra	3
SPC1600	Public Speaking	3
	Computer Science Elective	3
PSY2012	General Psychology	3
	Social Science Elective	3
	Physical Education	2
	Total Semester Hours	23

* Requires a pre- or co-requisite. See course description in catalog.

Associate of Science Degree in Radiologic Technology

Clinical Practice for the two year Radiologic Technology program is performed in local hospitals toward the satisfactory completion of the program. Individuals will be eligible to write the exam of the American Registry of Radiologic Technology and be certified by the State of Florida as a CRT (Advanced) upon completion of the program. Employment opportunities exist on a national scale.

Criteria for Admission into Radiologic Technology:

1. Applicants must fulfill the general requirements for admission to Allied Health Programs (See requirements for admission to Allied Health Programs and Procedures for Applying for Admission.).

2. Pass reading and math assessment at the established minimum criteria.

Requirements for A.S. Degree in Radiologic Technology:

Complete 80 hours of credit (as listed) with a Grade Point Average of 2.0 or better. No grade lower than a "C" will be acceptable in Radiologic Technology courses.

First Year

Term I

*RTE1526C	Radiographic Anatomy and Positioning I	2
*RTE1002	Radiologic Technology I	2
MEA1010	Medical Terminology	3
*RTE1111C	Nursing Procedures	1
*RTE1804L	Clinical Education I	2
CHM1033	Chemistry for Health Sciences	3
*MAT1033	Intermediate Algebra	3
	Total Semester Hours	16

Term II

*RTE1510C	Radiographic Anatomy and Positioning II	2
*RTE1614C	Radiographic Physics I	2
*RTE1814L	Clinical Education II	2
*RTE1418C	Principles of Imaging I	2
ENC1101	Composition	3
*APBI190	Human Anatomy & Physiology I ...	3
*APBI190L	Human Anatomy & Physiology I Lab	1
	Total Semester Hours	15

Term III

*RTE1512C	Radiographic Anatomy and Positioning III	2
*RTE2616	Radiographic Physics II	2
*RTE1827L	Clinical Education III	2
EMS1031	EMT for Allied Health	3
*ENC2210	Technical Report Writing or Composition II	3
*ENC1102		
	Total Semester Hours	12

Second Year

Term I

Term I	Semester Hours
*RTE2527C	Radiographic Anatomy and Positioning IV 2
*RTE2546	Radiographic Anatomy and Positioning V 2
*APB1191	Human Anatomy and Physiology II 3
*APB1191L	Human Anatomy and Physiology Lab II 1
	Computer Science Elective 3
*RTE2847L	Clinical Education IV 3
	Physical Education Activity 1
	Total Semester Hours 15

Term II

*RTE1457C	Imaging II	3
*RTE2473	Radiographic Quality Assurance ...	2
	Behavioral Science Elective	3
SPC1600	Public Speaking	3
*RTE2857L	Clinical Education V	3
	Physical Education Activity	1
	Total Semester Hours	15

Term III

*RTE2570	Survey of Imaging Modalities	2
*RTE2385	Radiation Biology and Pathology ...	2
*RTE2869L	Clinical Education VI	3
	Total Semester Hours	7

* Requires a pre- or co-requisite. See course description in catalog.

Respiratory Therapy Program

Respiratory Therapy is a specialty dealing with the diagnosis, treatment and rehabilitation of patients with cardiorespiratory diseases.

This is a two level program. Students who complete the portion of the program designated as the first year receive a certificate and are qualified candidates for the Respiratory Therapy Certification Examination.

Students who complete the second year will receive an Associate of Science Degree in Respiratory Therapy. The degree satisfies the requirements established by the National Board of Respiratory Therapy and qualifies the graduate as a candidate for the national registry examination.

Continuation in the program is contingent upon attaining at least a "C" grade in all Respiratory Therapy classes attempted. Failure to attain a "C" in two attempts in a course will result in permanent dismissal from the program.

Criteria for Admission to the Respiratory Therapy Program:

1. Applicants must fulfill the general requirements for admission to Allied Health programs (See Requirements for Admission to Allied Health Programs and Procedure for Applying for Admissions.).
2. Completion of the courses listed as prerequisites for admission to the Respiratory Therapy Program. These courses must be completed with grades of "C" or better.

Requirements for the Degree of Associate of Science in Respiratory Therapy:

1. Completion of 74 hours of credit and a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Respiratory Therapy courses.

Prerequisite Courses

	Semester Hours
*APB1490 Human Anatomy & Physiology I	3
*APB1190L Human Anatomy & Physiology I Lab	1
*CHM1003 Chemistry for Health Sciences	3
*MAT1003 Intermediate Algebra	3
Total Semester Hours	10

First Year

Term I	Semester Hours
APB1260 Pulmonary Anatomy and Physiology	3
RET1026 Respiratory Therapy Equipment	4
*APB1191 Human Anatomy & Physiology II	3
*APB1191L Human Anatomy & Physiology II Lab	1
MEA1010 Medical Terminology	3
Total Semester Hours	14

Term II

*APB1294 Introduction to Cardiopulmonary Disease	3
*RET1264C Mechanical Ventilation	4
*RET1834 Clinic I	3
APB1602 Pharmacology	1

*MCB2013 Microbiology	3
*MCB2013L Microbiology Lab	1
Total Semester Hours	15

Term IIIA

*RET2414 Pulmonary Function	2
*RET1714 Pediatric Respiratory Care	1
*RET1835 Clinic II	3
Total Semester Hours	6

Completion of all of the above listed courses with a "C" or better qualifies the student as a candidate for the Respiratory Therapy Certification (CRTT) and the Certified Pulmonary Function Technician (CPFT) exams.

THE THERAPIST PROGRAM

Admission to this program is limited to those completing the above listed courses and others by special departmental approval.

	Semester Hours
Term I	
ENC1101 Composition	3
APB1600 Pharmacology	2
*APB2296 Advanced Cardiopulmonary Pathophysiology	2
*RET2418 Cardiopulmonary Diagnostics	2
*RET2836 Clinic III	3
Physical Education Activity	1
Total Semester Hours	13

Term II

Social Science Elective	3
*ENC1102 Composition (1) or Technical Report Writing	3
*RET2284 Respiratory Care	3
*RET2286 Intensive Care Management	2
*RET2837 Clinic IV	3
*RET2601 Hospital Interactions	1
Physical Education Activity	1
Total Semester Hours	15

Completion of the program qualifies the student as a candidate for the Registered Respiratory Therapist examination (RRT).

* Requires a pre- or co-requisite. See course description in catalog.

(1) Completion of ENC1101 and ENC2210 will satisfy the requirements for a degree in Technology at this institution. However, students contemplating transfer to a university should complete ENC1101 and ENC1102.

DIVISION OF BUSINESS TECHNOLOGY

Education for business prepares students academically and vocationally while developing the social and economic attitudes which are essential for success in a democratic economic system. It offers an understanding of business, knowledge of business methods, competency in skills, and the development of character and personality that will help students adapt to a dynamic economic system.

The Division of Business Technology consists of six departments. These departments are: Aviation Technology, Business Administration, Computer Science/Office Information Systems, Hospitality, Insurance, and Marketing. Each department is responsible for several instructional disciplines and programs.

The Department of Business Technology offers programs in the following areas:

- Accounting
- Aviation Technology
- Banking
- General Business
- Legal Assisting
- Management
- Materials Management
- Purchasing Management
- Real Estate

The Department of Computer Science/Offices Information Systems offers the following programs:

- Computer Systems/Science
- Computer Science-Business Option
- Computer Science-Scientific Option
- Administrative Assistant
- Clerk-Typist
- Court Reporting
- Legal Secretary
- Medical Secretary
- Office Specialist
- Word Processing

The Department of Hospitality offers programs in the following areas:

- Hotel-Motel Administration
- Restaurant/Food Services
- Tourism

The Department of Insurance offers programs in the following areas:

- General Insurance
- Property and Casualty Insurance
- Agents Qualification (License Examination 2-20)

The Department of Marketing offers programs in the following areas:

- Airline Marketing Careers
- Fashion Marketing
- Marketing

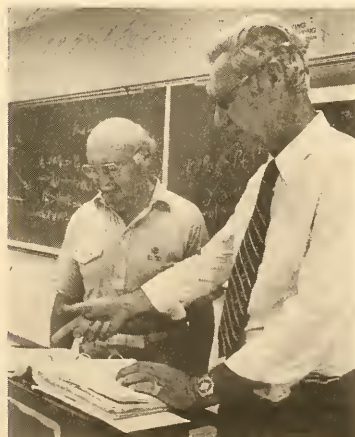
The programs of study offered by each department are of three categories. These are the following:

ASSOCIATE OF ARTS degree programs covering suggested courses for the first two years of a four-year university program leading to a Bachelor's degree. Program sheets are available from the Office of Student Development.

ASSOCIATE OF SCIENCE degree programs offer specialized courses to develop or improve skills that enable students to enter the job market upon completion. These programs normally require two years of full-time study. Program sheets are available from the Office of Student Development.

CERTIFICATES are granted for specialized one-year programs. Special programs may be developed for groups of students with specific requirements. Program sheets are available from the Office of Student Development.

Day and evening classes are offered for the convenience of the student. The employed student can select courses to attain higher skills, knowledge and understanding in an area of study. Students with extensive business backgrounds may be eligible to receive academic credit for such experience. For more information, contact Cooperative Education and Experimental Learning Departments on any campus.



ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The Associate of Science degree programs are designed for students who intend to seek immediate employment upon completion of degree or desire advancement in their present employment.

BANKING

The American Institute of Banking, as part of the American Bankers Association, is a national educational organization providing career-related educational opportunities to chapter member bank employees. It awards Basic, Standard, Advanced and General Certificates to students. Students following this program may earn an Associate of Science degree in addition to receiving A.I.B. Certificates. Requirements include the following:

- Earning a grade point average of 2.0 or better.
- Completion of the following Foundation of Banking Courses:

		Semester Hours
ACG2001	Principles of Accounting I or	
ACG1003	Accounting Survey I	3
*ACG2011	Principles of Accounting II or	
*ACG1004	Accounting Survey II	3
BAN2210	Analyzing Financial Statements	3
GBE1011	Introduction to Business	3
FIN1100	Personal Finance	3
COC1300	Fundamentals of Data Processing	3
BUL2111	Business Law I	3
ECO2220	Money and Banking	3
BAN1110	Principles of Banking	3
ECO2013	Principles of Economics I	3
	Total Semester Hours	30

- Completion of the following Banking Functions Courses:

BAN1150	Bank Public Relations and Marketing	3
BAN2240	Installment Credit	3
BAN2500	International Banking	3
BAN2401	Trust Department Organization or	
BAN2400	Trust Business	3
	Total Semester Hours	12

- Completion of the following Management and Supervision courses:

BAN1720	Bank Management	3
MAN2342	Principles of Supervision or	
MAN2343	Women in Supervision	3
	Total Semester Hours	6

- Completion of the following Language and Communication courses:

SES2335	Business Communications	3
*ENC1101	Composition	3
	Total Semester Hours	6

- Completion of the following general-elective courses:

MAT1033	Intermediate Alg. or Higher	3
PSY2012	General Psychology	3
	General Education Elective	3
	Banking Elective	3
	Total Semester Hours	12

- Completion of Physical Education Activities. 2

Total Program Semester Hours 68

Alternative electives for students who have completed any of the above courses without receiving credit from an accredited institution:

*SES1210, *SES1100, *SES1101, *SES1102, MAR1101, MTB1103, *ACG1004, ACG2110, ACG2360, TAX2000, SES2321, MAN2000, MAN2012, MAN2324, BAN2200, MKA2102, BAN2230, BAN2303, *REE1040, ECO2023.

(2) Banking Electives: BAN1201, BAN1204, BAN1205, BAN1206, BAN1932, BAN2240, BAN2402, BAN2724

AVIATION PROGRAMS

Education in aviation prepares students for employment in one of the most rapidly growing segments of the nation's largest industries. Air transportation and its allied activities are growing at a phenomenal rate, and economic forecasts indicate this growth will continue during the next decade. Opportunities for management and technically trained personnel are almost limitless.

There are three aviation programs leading to the Associate of Science degree. They are the following:

- Aviation Science Management*, which prepares students for employment or advancement in management positions.
- Aviation Maintenance Technology*, which leads to FAA Airframe and Powerplant Certificates and employment with the airlines or within the General Aviation sector.
- Career Pilot*, which prepares students for FAA ratings as Private Pilot, Commercial Pilot, and Instrument Flight.

The ground school program is fully approved by the FAA and the College is certified as an FAA Air Agency under Federal Air Regulations Part 141 (certificate no. P.S. 705-1).

AVIATION SCIENCE MANAGEMENT

The Aviation Administration program is designed for students who would like to work in the aviation industry, but not primarily as pilots. Selected theoretical aviation knowledge is provided together with general business management and specialized aviation management courses.

First Year

		Semester Hours
<i>Term I</i>		
ATT1100	Aeronautical Science	3
ASCI100	Navigational Science I	3
ASCI101	History of Aviation	3
ENC1101	Composition	3
(1)MAC1132	Pre-Calculus I	3
	Physical Education Activity	1
	Total Semester Hours	16

Term II

*ASC1210	Meteorology	3
*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
POS1041	National Government	3
(1)STA2013	Elementary Statistics	3
(2)	Elective	3
	Total Semester Hours	15

Term IIIA

AVM2410	Airport Management	3
POS1112	State and Local Government	3
	Total Semester Hours	6

Second Year

Term I

(1)AVM2301	General Aviation Marketing	3
ECO2013	Principles of Economics I	3
(3)ACG2001	Principles of Accounting I	3
ASC2870	Aeroscience Safety	3
	Total Semester Hours	12

Term II

AVM2512	Airline Management	3
*ECO2023	Principles of Economics II	3
(3)*ACG2011	Principles of Accounting II	3
*PHY1002	Applied Physics	3
*PHY1002L	Applied Physics Lab	1
	Total Semester Hours	13
	Total Program Semester Hours	61

*Requires a pre- or co-requisite. See course description in catalog.

- (1) MTB1321-1322 may be taken if the student does not plan to transfer to an upper division university or college.
- (2) Suggested Elective: Humanities.
- (3) Students seeking employment with the Federal Aviation Administration should substitute the following courses for those marked with (3): ASC1550 Aerodynamics, ASC2110 Navigation Science, and ATT2120 Instrument Flight Theory.

Note: Students accepted into the FAA Air Traffic Control Co-op Program will enroll in AT 2890 Directed Studies in ATC and ASC2949 Co-op Work Experience.

AVIATION MAINTENANCE TECHNOLOGY

The Aviation Maintenance Technology Program leads to the Associate of Science Degree and the Federal Aviation Administration Airframe and Powerplant Mechanic certificate.

The plan of study complies with the Federal Aviation Regulations, Part 147, for an approved mechanics school (certificate no. 705233 and, in addition, offers the advantage of contemporary aviation technical courses. supplemented by college level general academic courses.

First Year

Term I

(General)

ATT1100	Aeronautical Science	3
*ATM1001	Mathematics, Physics, Theory of Flight and Aircraft Drawings	2
*ATM1061	Materials and Processes, Corrosion Control	3
*ATM1071	Federal Air Regulations & Weight & Balance	2
*ATM1011	Basic Electricity	3
*ATM1091	Aircraft Servicing Operations and Fluid Lines and Fittings	2
ENC1101	Composition	3
	Total Semester Hours	18

Term II

(Airframe)

*ATM1331	Aircraft Structural & Sheet Metal Fabrication	4
*ATM1351	Aircraft Welding, Assembly & Rigging	4
*ATM1461	Aircraft Electrical Systems	4
*ENC2210	Technical Report Writing	3
	Total Semester Hours	15

Term III

(Airframe)

*ATM1411	Ice/Rain/Fire Protection, Hydraulics & Pneumatics	2
*ATM1431	Aircraft Instruments and Aircraft Communications & Navigational Equipment	1
*ARM1451	Aircraft Environmental & Aircraft Fuel Systems	3
*ATM1401	Landing Gear/Position/Warning & Airframe Inspection	3
*ATM1371	Test/Review/Practical	1
POS1041	National Government Physical Education Activities	2
ARM1311	Aircraft Wood, Fabric & Finishes	2
	Total Semester Hours	17

Second Year

Term I

(Powerplant)

		Semester Hours
*ATM2121	Engine Electrical Systems/Ignition Systems	4
*ATM2151	Propellers and Propeller Systems, Trouble Shooting and Engine Run ..	3
*ATM2501	Engine Fuel & Metering System, In- duction/Exhaust System, Lubricat- ing/Cooling System	6
MAT1033	Intermediate Algebra or	
MGF1202	General Education Math II	3
	Total Semester Hours	16

Term II
(Powerplant)

*ATM2101	Engine Installation, Operation & Inspection/ Engine Instruments, Engine Fire Protection	2
*ATM2111	Aircraft Reciprocating Engines & Overhaul	6
*ATM2202	Turbine Engines & Turbo Engine Systems/Trouble Shooting & Engine Run	3
*ATM2551	Test/Review/Practical	3
	General Ed Elective (area 2-5)	3
	Total Semester Hours	17
	Total Program Semester Hours	83

Note: Students may enter the program during any term but must register for the ATM courses as a block during a particular term. Enrollments for individual ATM courses will not be permitted.

CAREER PILOT PROGRAM

The Career Pilot Program provides both the flight and ground school required for the private and commercial pilot certificates with instrument rating. The graduate of this course of study receives an Associate of Science Degree in Aviation Technology. The average of the student's final grades in ATT1100 and ASC1100 must be 80 or more in order to be eligible to take the FAA written examination for private pilot. The average for the final grades in ASC1550, ASC1610, and ASC2870 must be 80 or more in order to be eligible to take the FAA written examination for commercial pilot. The average for final grades in ASC1210, ASC2110 and ATT2120 must be 80 or more in order to be eligible to take the FAA written examination for an instrument rating.

First Year

Term I

		Semester Hours
ATT1100	Aeronautical Science	3
ASC1100	Navigational Science	3
*ATF1100	Primary Flight	4
ENC1101	Composition	3
MTB1321	Technical Mathematics I	3
	Physical Education Activity	1
	Total Semester Hours	16

Term II

*ASC1210	Meteorology	3
*ASC1551	Aerodynamics	3
*ATF2201C	Intermediate Flight	3
*ASC1010	History of Aviation	3
*MTB1322	Technical Mathematics II	3
	Physical Education Activity	1
	Total Semester Hours	16

Term IIIA

*ASC1610	Aircraft Engines Structures & Systems	3
*ENC2210	Technical Report Writing	3
	Total Semester Hours	6

Second Year

Term I

		Semester Hours
*ASC2110	Navigational Science II	3
*ASC2870	Aeronautical Science Safety	3
*ATF2202C	Advanced Flight	3
*PHY1002	Applied Physics	3
*PHY1002L	Physics Lab	1
	Total Semester Hours	13

Term II

*ATT2120	Instrument Flight Theory	3
*ATF2306C	All Weather Flight	3
POS1041	National Government General Education Elective (area 2-5)	3
	Total Semester Hours	12
	Total Program Semester Hours	63

*Requires a pre- or co-requisite. See course description in catalog.

Students planning to attend a four-year institution should see a counselor regarding higher level mathematics and English courses.

BUSINESS ADMINISTRATION

The Associate of Science in Business Administration has six career options.

1. CORE COURSES (required for all options):

		Semester Hours
*ENC1101	Composition	3
*ENC2210	Technical Report Writing	3
SPC1600	Public Speaking	3
*MAT1033	Intermediate Alg. or higher	3
MTB1103	Business Mathematics	3
MAN2000	Introduction to Management or	
GE1011	Introduction to Business	3
FIN1100	Personal Finance	3
ACG2001	Principles of Accounting I	3
ACG2011	Principles of Accounting II	3
BUL2111	Business Law I	3
*BUL2112	Business Law II	3
ECO2013	Principles of Economics I	3
COC1300	Fundamentals of Data Processing or	
COP1170C	Programming in BASIC	3
	Physical Education Activity	2
	Total Core Course Semester Hours ..	44

2. ONE OF THE FOLLOWING SPECIALIZATION OPTIONS:

Option #1 Accounting

The Accounting program is designed for those students who intend to seek immediate employment in the accounting field and for those who are presently employed in accounting and desire advancement. Some of the careers which this sequence may lead to are accounting, banking, real estate, sales and general business management.

*ACG2100	Intermediate Accounting I	3
*ACG2360	Cost Accounting	3
TAX2000	Income Tax I	3
*TAX2010	Income Tax II	3
	Business Electives	6
	Elective	3
	Total Option Semester Hours	21

Option #2 General Business

This program is designed for students who seek immediate employment in business and for those presently employed in some business career who desire advancement.

MAR1011	Principles of Marketing	3
MAN2342	Principles of Supervision	3
*SES2335	Business Communications	3
TAX2000	Income Tax I	3
	Business Electives	6
	Elective	3
	Total Option Semester Hours	21

Option #3 Insurance

This program is designed for students interested in insurance sales, adjusting, underwriting, or management; and it allows, but does not require specialization in either property or life insurance.

*RMI2010	Principles of Risk and Insurance ...	3
*RMI2219	Property and Marine Insurance	3
*RMI2112	Casualty, Health and Life Insurance	3
		3
RMI1001	Intro to Risk and Insurance 3	3
	Elective	3
	Business Electives	6
	Total Option Semester Hours	21

Option #4 International Business

Upon successful completion of this program, students will be prepared to enter sales, management training, and clerical entry-level jobs in a variety of types of organizations including: manufacturers, wholesalers, exporters, banks, freight forwarders, transportation firms, and importers.

MNA2601	International Business Environment	3
		3
FIN2600	Finance of International Trade	3
MAR2240	International Marketing	3
##	Foreign Language	6
	Business Elective	3
	Elective	6
	Total Option Semester Hours	21

Option #5 Real Estate

This degree is designed for students interested in a career in Real Estate. Successful completion of the first course, REE1040, satisfies the educational requirement of the State Board of Real Estate, as a prerequisite to sitting for the Real Estate Salesman's examination.

REE1040	FREC I	4
***REE1101	Real Estate Appraisal I or 3 or	4
***REE1100	SREA I	4
*REE1200	Real Estate Finance	3
*REE2041	FREC II or 5 or	3
REE2302	Principles of Real Estate Investment	3
		3
	Elective	3
	Business Electives	6
	Total Option Semester Hours	22
		25

BUSINESS ELECTIVES: ACG2110, TAX2000, ECO2023, MAN2001, MAN2100, MAN2342, MAN2701, MAR1011, MAR1101, MAR2131, REE2140, RMI1001, SES2335.

INSURANCE CAREERS PROGRAM Insurance

This program is designed for students interested in insurance sales, adjusting, underwriting, or management; and allows them to specialize in one of the following areas of concentration:

Agents Qualification

Chartered Property and Casualty Underwriter

Requirements include the following:

1. CORE COURSES (required for all options):

	Semester Hours
ENC1101	Composition 3
*ENC1102	Composition or
*ENC2210	Technical Report Writing 3
SPC1024	Introduction to Speech 3
RMI1001	Introduction to Risk and Insurance . 3
PSY2012	General Psychology 3
MAT1033	Intermediate Algebra or higher 3
	Physical Education Activities 2
	Business Electives <u>12</u>
	Total Core Semester Hours 32

2. IN ADDITION TO THE CORE COURSES, THE STUDENT MUST COMPLETE 30 SEMESTER HOURS OF INSURANCE COURSES IN ONE OF THE FOLLOWING OPTIONS OF SPECIALIZATION:

Option #1. Agents Qualification

This area of concentration is designed for students interested in preparing for the Agents License Exam (2-20).

*RMI2205	Agents Qualification Course	17
RMI2091	Agents & Solicitors Course	3
RMI2112	Casualty, Health, and Life Ins. or	3
	Insurance Elective	3
RMI2010	Principles of Risk and Insurance	3
	and/or	
RMI2219	Property and Marine Insurance	3
	and/or	
	Insurance Electives	9
	Core Courses	32
	Total Program Semester Hours	64

Option #2 Charter Property and Casualty Underwriter

Students interested in property and casualty insurance should take the following advanced courses. Successful completion of these courses will prepare the student to take the different national CPCU examinations and, if successful, receive the CPCU Professional Designation.

RMI2015	Principles of Risk Management & Insurance	3
*RMI2013	Personal Risk Management & Insurance	3
*RMI2014	Commercial Property Risk Management & Insurance	3
*RMI2225	Commercial Liability Risk Management & Insurance	3
	Insurance	3
*RMI2702	Insurance Company Operations	3
RMI2402	The Legal Environment of Insurance	3

MAN2015	Management	3
APA1311	Accounting & Finance	3
ECO2025	Economics	3
RFI2295	Insurance Issues & Professional Ethics	3
	Elective	3
	Core Courses	<u>32</u>
	Total Program Semester Hours	65

* Requires a pre- or co-requisite. See course description in catalog.

** Business Electives to be selected from:

GE1011, ACG1003, MAR1101, MAR1011, REE1040, *SES2212, ACG2001, *ACG2011, BUL2111, *BUL2112, SES2321, MAN2021, FIN2010, ECO2013, *ECO2023, ECO2220.

Three semester hours may be selected from the following:

*SES1110, SES1111, SES1112, or
*SES2120, SES2121, SES2122.

*** It is highly recommended that the Insurance Electives include RMI2010, RMI2112, and RMI2219. These courses may be taken in any order. See catalog course descriptions for these and other insurance electives.

This course will consist of 240 hours of instruction. No refund will be given after the first class meeting. No credit will be granted unless the entire 17 credit-hour sequence is completed.

Legal Assisting

Legal Assisting is a program designed for students interested in the field of law. Upon successful completion of this program, a student will be able to work as a paralegal and assist an attorney in the numerous phases of law.

First Year

		Semester Hours
<i>Term I</i>		
LEA2000	Introduction to Legal Assistance ...	3
MAT1033	or Higher	3
ENC1101	Composition	3
BUL2111	Business Law I	3
LEA1011	Law Library	<u>3</u>
	Total Semester Hours	15
<i>Term II</i>		
ENC2210	Technical Report Writing	3
BUL2112	Business Law II	3
SES2335	Business Communications	3
MTB1103	Business Mathematics	3
LEA2014	Legal Writing & Drafting	<u>3</u>
	Total Semester Hours	15
<i>Terms IIIA & IIIB</i>		
	Physical Education Activities	<u>2</u>
	Total Semester Hours	2

Second Year

		Semester Hours
<i>Term I</i>		
ACG1003	Accounting Survey I	3

LEA2201	Procedures for Real Estate Title Closing	3
PSY2012	General Psychology	3
SES1150	Word Processing: Instruction & Theory	3
LEA1501	Domestic Relation Law	3
LEA2211	Probate Practice	<u>3</u>
	Total Semester Hours	18

Term II

CCJ1250	General Education Elective	3
CCJ230	Constitutional Law	3
	Criminal Evidence & Court Procedures or	
LEA1601	Criminal Litigation	3
LEA1151	Torts Liability and Claims	3
TAX2010	Income Tax Regulations	3
RMI1001	Introduction to Risk & Insurance	<u>3</u>
	Total Semester Hours	18
	Total Program Semester Hours	68

* Requires a pre- or co-requisite. See course description in catalog.

MANAGEMENT

The Associate of Science Degree in Management has three career options. These are the following:

1. Core Courses (required for all options):

	Semester Hours
*ENC1101	Composition 3
SPC1024	Introduction to Speech 3
ECO2013	Prin of Economics I 3
COC1300	Fundamentals of Data Processing . 3
ACG2001	Principles of Accounting I 3
*ACG2011	Principles of Accounting II 3
MAN2021	Introduction to Management 3
MAN2500	Production Management 3
SES2335	Business Communications 3
*ACG2360	Cost Accounting 3
STA2013	Elementary Statistics 3
*MAT1033	Intermediate Algebra or higher 3
	Physical Education Activities <u>2</u>
	Total Core Semester Hours 38

2. One of the following specialization options:

Option #1 Materials Management

This program is designed for those students interested in the field of production. Emphasis is placed on purchasing, production, inventory control, and materials handling. This program is offered in coordination with APCIS and prior approval from the division director at Central Campus is required. This option is only offered at Central Campus.

MAR2131	Purchasing I	3
*MAR2132	Purchasing II	3
MAN1590	Fundamentals of Materials Management	3
MAN1591	Inventory Control for Material Management	3
MAN1592	Material Handling and Packaging ..	3
MAN1593	Production Control Concepts	3
	Elective	3
MAN2595	Forecasting	<u>3</u>
	Total Option Semester Hours	24

Option #2 Purchasing Management

This program gives the student a desirable body of knowledge needed by men and women employed in the purchasing field. Emphasis is placed on principles and policies for industrial, institutional, and governmental purchasing and auxiliary functions as recommended by the National Association of Purchasing Management (NAPM).

MAR2131	Purchasing I	3
*MAR2132	Purchasing II	3
MAN2342	Principles of Supervision	3
*ECO2023	Principles of Economics II	3
INP1301	Human Relations in Business	3
BUL2111	Business Law I	3
*BUL2112	Business Law II	3
	Elective	3
Total Option Semester Hours		24

Option #3 General Management

This program is designed for those students seeking careers or advancement in the area of line management.

MAN2342	Principles of Supervision	3
BUL2111	Business Law I	3
ECO2023	Principles of Economics II	3
INP1301	Human Relations in Business and Industry	3
	Business Electives	6

Any six (6) credit hours to be taken from the options of specialization in any of the Associate of Science degree programs of the Division of Business Administration; or selected from the following three-credit-hour courses:

MAN2001	Management in an Changing World	3
MAN2100	Management & Human Resources	3
MAN2810	Managerial Decision Making	3

MAR1101	Salesmanship	3
RMI1001	Introduction to Risk & Insurance	3
#	Electives	6
Total Elective Semester Hours		12
Total Option Semester Hours		24
Total Program Semester Hours		62

* Requires a pre- or co-requisite. See course description in catalog.

See Department Chairman for approved courses.

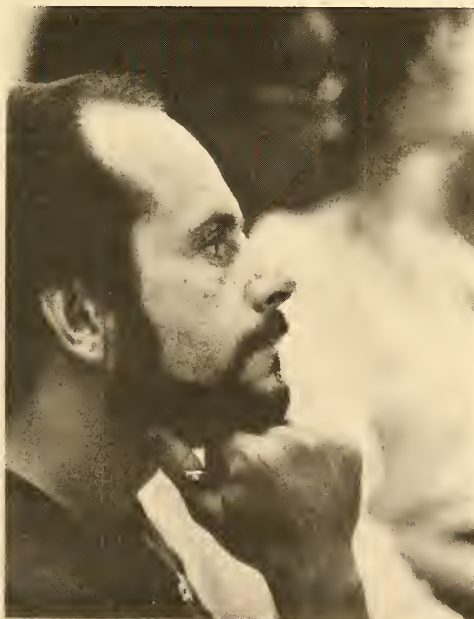
Option #4: Savings and Loan Management

**24 credit hours from the following courses

*BAN1300	Savings Accounts or Saving Account Admin	2
*BAN1140	Teller Operations	2
*BAN1600	Intro to Savings Association Business	2
*BAN2620	Savings Association Lending I	2
*MAR1321	Public Relations	2
*REE2271	Mortgage Loan Servicing	2
BAN1204	Intro to Commercial Lending	3
ACG1003	Accounting Survey I	3
MAN2342	Principles of Supervision	3
*BAN1120	Basic Electronic Data Processing	2
*BAN1420	NOW Accounts	2
*BAN1605	IRA Basics	2
	Elective	3
Total Program Semester Hours		30

*These credits may be earned through the Chapter's Broward County Adult Education Program and may be waived toward the college's A.S. Degree.

**6 credit hours may be substituted with department head approval.



DEPARTMENT OF COMPUTER SCIENCES/ OFFICE INFORMATION SYSTEM

The Associate of Science in Computer Sciences has two career options. These are the following:

Option #1 Computer Sciences Engineering Scientific Option**

The Computer Sciences-Scientific/Engineering Option is designed for students seeking entry level programmer positions in system software, software engineering, and technical/scientific programming, as well as those presently employed in data processing desirous of advancement.

First Year

		Semester Hours
Term I		
ENC1101	Composition	3
*MAT1033	Intermediate Algebra	3
COC1300	Fundamentals of Data Processing ..	3
COP1170	Programming in BASIC	3
	Science	3
	Physical Education Activity	1
	Total Semester Hours	16
Term II		
*ENC2210	Technical Report Writing	3
*MAC1132	Pre-Calculus I	3
ECO2013	Principles of Economics I	3
*COP1120	COBOL I	3
	Science	3
	Physical Education Activity	1
	Total Semester Hours	16
Term IIIA or IIIB		
*CAP2001	System Development & Design	3
*COP2400	Assembler Programming	3
	Total Semester Hours	6

Second Year

		Semester Hours
Term I		
*MAC1133	Pre-Calculus II	3
MTB1304	Mathematics with Machines	1
COP1110	FORTRAN Programming	3
*COP2122	COBOL II	3
	Social Science	3
	Total Semester Hours	13
Term II		
*PHY1002	Applied Physics	3
*PHY1002L	Applied Physics Lab	1
COP1266	Introduction to RPG	3
*COP2401	CICS/COBOL Programming	3
#	Elective	3
	Total Semester Hours	13
	Total Program Semester Hours	64

Suggested Electives: SPC1024, COP2111, ACG2001, *ACG2011, CIS2949.

Option #2 Computer Sciences Business Option**

The Computer Sciences-Business Option program is designed for students who see immediate employment in the field and for those presently employed in business data processing desirous of advancement.

First Year

		Semester Hours
Term I		
ENC1101	Composition	3
MTB1103	Business Mathematics	3
COC1300	Fundamentals of Data Processing ..	3
COP1170	Programming in BASIC	3
##ACG2001	Principles of Accounting	3
	Physical Education Activity	1
	Total Semester Hours	16
Term II		
*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
*MAT1033	Intermediate Algebra or	
*MAC1132	Pre-Calculus I	3
*COP1266	Intro to RPG	3
*COP1120	COBOL I	3
*ACG2011	Principles of Accounting II	3
	Physical Education Activity	1
	Total Semester Hours	16
Term IIIA or IIIB		
##ECO2013	Principles of Economics I	3
*COP2400	Assembler Programming	3
	Total Semester Hours	6

Second Year

		Semester Hours
Term I		
*STA2013	Elementary Statistics	3
*CAP2001	System Development & Design	3
*COP2122	COBOL II	3
	Social Science	3
	Total Semester Hours	12
Term II		
COP1110	FORTRAN Programming	3
*COP2401	CICS/COBOL Programming	3
CIS2949	Co-op Work Experience	3
	Science	3
	Elective	3
	Total Semester Hours	15
	Total Program Semester Hours	65

* Requires a pre- or co-requisite. See Course Description in catalog.

** Courses should be taken in the sequence and term suggested unless approved by the department chairman.

ACG2001, ACG2011 and ECO2013 are considered as

part of the 36 credit hours required in the major field. ACG1003 and ACG1004, while not transferable, may be substituted for ACG2001 and ACG2011.

Suggested Electives: MAN2000, MAN2343, GEB1011, SPC1024 or Humanities.

OFFICE INFORMATION SYSTEMS

The Associate of Science in Office Information Systems provides a broad background in office skills with accompanying general business administration subjects enabling individuals to assume a wide range of responsibilities in industry, government, services, and the professions. The Associate of Science program has six options.

1. Core Courses (Required for all options):

		Semester Hours
ENC1101	Composition	3
*ENC2210	Technical Report Writing	3
GEB1011	Introduction to Business	3
MTB1103	Business Mathematics	3
BUL2111	Business Law I	3
ACG1003	Accounting Survey or	
ACG2001	Principles of Accounting I	3
MAT1033	Intermediate Alg. or Higher	
	General Education Elective(areas 2-5)	3
COC1300	Fundamentals of Data Processing ..	3
*SES1110	Intermediate Typing 4	1
*SES1111	Intermediate Typing 5	1
*SES1112	Intermediate Typing 6	1
SES2335	Business Communications	3
SES2361	Transcribing Machines I	3
PSY2012	General Psychology	3
	Physical Education Activities	2
Total Core Course Semester Hours ..		41

2. One of the following options:

Option #1 Administrative Assistant

This option is for individuals planning immediate employment in office positions requiring advanced skill in shorthand, typing and word processing. Emphasis is placed on preparing individuals to assume much of the responsibility of the executive in the office.

SES1401	Office Procedures	3
MAN2012	Office Management	3
*SES1211	Shorthand II	3
*SES2212	Shorthand III	3
SES1150	Word Processing: Introduction & Theory	3
*SES2402	Secretarial Procedures	3
*SES2120	Expert Typing 7 and	
*SES2121	Expert Typing 8 and	
*SES2122	Expert Typing 9 or	
*SES2151	Word Processing Applications 1 and	1
*SES2152	Word Processing Applications 2 and	1
*SES2153	Word Processing Applications 3	1
Total Option Semester Hours		21

Option #2 Airline Specialist

Individuals planning to work in office positions relating to airlines should follow this option. In addition to basic secretarial, public relations and airline management are emphasized.

SPC1024	Introduction to Speech	3
*SES1211	Shorthand II	3
*SES2212	Shorthand III	3
*SES2151	Word Processing Applications 1 and	1
*SES2152	Word Processing Applications 2 and	1
*SES2153	Word Processing Applications 3	1
SES1401	Office Procedures	3
	Elective	3
AVM2512	Airline Management or	
MAN2012	Office Management	3
*SES2402	Secretarial Procedures	3
Total Option Semester Hours		24

Option #3 Legal Secretary

Individuals planning to work in legal offices as secretaries should follow this option. Emphasis is placed upon providing advanced office skills in typing and shorthand as well as legal techniques and procedures used in law offices.

*BUL2112	Business Law II	3
*SES1211	Shorthand II	3
*SES2212	Shorthand III	3
*SES2431	Legal Techniques I	3
*SES2432	Legal Techniques II	3
*SES2402	Secretarial Procedures	3
*SES2120	Expert Typing 7 and	
*SES2121	Expert Typing 8 and	
*SES2122	Expert Typing 9 or	
*SES2151	Word Processing Applications 1 and	1
*SES2152	Word Processing Applications 2 and	1
*SES2153	Word Processing Applications 3	1
Total Option Semester Hours		21

Option #4 Medical Office Specialist

This option is for those individuals planning to work in medical offices as office specialist. Emphasis is placed upon keyboarding skills, medical and clinical terminology, and medical office procedures.

*SES1211	Shorthand II	3
SES1401	Office Procedures	3
*SES2120	Expert Typing 7 and	
*SES2121	Expert Typing 8 and	
*SES2122	Expert Typing 9 or	
*SES2151	Word Processing Applications 1 and	1
*SES2152	Word Processing Applications 2 and	1
*SES2153	Word Processing Applications 3	1
MEA1002	Introduction to Medical Assisting ..	1
MEA1010	Medical Terminology	3
*MEA1011	Clinical Terminology	3
*MEA1100	Medical Receptionist Skills	1
MEA1103	Administrative Office Procedures ..	1
MEA1104	Medical Insurance	1
MEA1101	Medical Law and Ethics	2
Total Option Semester Hours		21

Option #5 Office Specialist

This area is for those individuals preparing to work in various positions other than secretarial. Emphasis is placed upon preparing individuals to work in areas of supervision, data, and word processing.

*SES2120	Expert Typing 7 and	
*SES2121	Expert Typing 8 and	
*SES2122	Expert Typing 9 or	
*SES2151	Word Processing Applications 1 and	1
*SES2152	Word Processing Applications 2 and	1
*SES2153	Word Processing Applications 3	1
*BUL2112	Business Law II	3
MAN2342	Principles of Supervision	3

MAN2012	Office Management	3
SES1401	Office Procedures	3
SES1150	Word Processing: Introduction & Theory	3
	Business Elective	3

Total Option Semester Hours 21

Option #6 Information/Word Processing

This option is for individuals seeking advanced skills in the area of word processing. Managerial skills, word processing applications, and an internship in word processing are emphasized in this option.

SES1150	Word Processing: Introduction & Theory	3
*SES2120	Expert Typing 7	1
*SES2121	Expert Typing 8	1
*SES2122	Expert Typing 9	1
*SES2151	Word Processing Applications 1	1
*SES2152	Word Processing Applications 2	1
*SES2153	Word Processing Applications 3	1
*SES2154	Word Processing Applications 4	1
*SES2160	Word Processing Applications 5	1
*SES2161	Word Processing Applications 6	1
SES1401	Office Procedures	3
SES2946	Practicum in Information Word Processing	3

MAN2012 Office Management 3

Total Option Semester Hours 21

* Requires a pre- or co-requisite. See course description in catalog.

If SES1221 and SES1222 Machine Shorthand I and II are substituted for Gregg Shorthand I and II, the total credit hours will be increased by 6.

COURT AND CONFERENCE REPORTING

The Court and Conference Reporting program prepares students for careers in the field of high-speed verbatim reporting of business meetings, conventions, legal hearings, courtroom proceedings, and depositions. The program is designed to prepare graduates to sit for the State of Florida CSR examination and to meet the standards set forth by the National Shorthand Reporters Association, which sponsors the RPR examination.

The curriculum includes basic courses in computer compatible machine shorthand theory and speed development to the level of 225 words per minute.

Students who complete two semesters of machine shorthand theory with a speed of 100 to 150 words per minute may use this high speed notetaking skill in general, legal, or other specialized office career programs. This program is only offered at South Campus.

First Year

Semester
Hours

Term I

*ENC1101	Composition	3
*SES1110	Intermediate Typing 4	1
*SES1111	Intermediate Typing 5	1
*SES1112	Intermediate Typing 6	1

*SES1221	Machine Shorthand I	6
MAT1033	Intermediate Alg. or Higher	3
	Physical Education Activity	1
	Total Semester Hours	16

Term II

BUL2111	Business Law I	3
GEB1011	Introduction to Business	3
*SES1222	Machine Shorthand II	6
SES2335	Business Communications	3
	Physical Education Activity	1
	Total Semester Hours	16

Term III

*SES1223	Machine Shorthand III	6
	Total Semester Hours	6

Second Year

Semester
Hours

Term I

*ENC1102	Composition II or	
*ENC2210	Technical Report Writing	3
MEA1010	Medical Terminology	3
*SES2151	Word Processing Appl. I	1
*SES2224	Machine Shorthand IV	6
PSY2012	General Psychology	3
	Total Semester Hours	16

Term II

*MEA1011	Clinical Terminology	3
*SES2225	Machine Shorthand V	3
*SES2944	Practicum in Court Reporting	6
	General Education Elective (area 2-5)	3
	Total Semester Hours	15
	Total Program Semester Hours	70

* Requires a pre- or co-requisite. See course description in catalog.

DEPARTMENT OF HOSPITALITY HOTEL-MOTEL ADMINISTRATION

The rapid growth of the Food Service/Lodging Industries (they now employ more people than any other industry in this country and are fourth largest in dollar income) has created a tremendous opportunity for careers of all types, especially in the broad mid-management areas.

While the emphasis of the program is on management techniques, the department recognizes that the graduates working within these industries will have personal obligations of public trust to society, and this has included a broad range of General Education requirements to help students form an ethical and philosophical base. Judicious use of the practicum periods further enhances the value of the graduates to employers, allowing them to enter the industry on a leadership basis.

First Year

	Semester Hours
<i>Term I</i>	
HFT1210 Supervisory Development	3
FSS1221 Volume Foods	3
SPC1024 Introduction to Speech	3
** Elective	3
Physical Education Activity	1
Total Semester Hours	13
<i>Term II</i>	
HFT1941 Operations & Service Practicum	6
*HFT2220 Organization & Personnel Manage- ment	3
*ENC1101 Composition	3
MTB1103 Business Mathematics	3
Physical Education Activity	1
Total Semester Hours	16
<i>Term IIIA or IIIB</i>	
MAT1033 Intermediate Alg. or Higher	3
Social Science Elective	3
Total Semester Hours	6

Second Year

	Semester Hours
<i>Term I</i>	
*HFT2500 Marketing	3
HFT2942 Management & Control Practicum ..	6
*ENC2210 Technical Report Writing	3
MAR1101 Salesmanship or	
ACG2001 Principles of Accounting I	3
Total Semester Hours	15
<i>Term II</i>	
HFT2511 Group Business & Conventions Mar- keting & Management	3
*HFT2460 Financial Management or	
FSS2500 Food Service Costing & Controls ...	3
ACG1003 Accounting Survey I or	
ACG2011 Principles of Accounting II	3
PSY Psychology Elective	3
** Elective	3
Total Semester Hours	15
Total Program Semester Hours	65

* Requires a pre- or co-requisite. See course description in catalog.

** Students are to select from the following courses 9 semester hours that will be most congruent with their career goals:

HFT1700	Introduction to Tourism Industry & Administration	3
HFT2600	Legal Aspects of Hotel Tourism Op- erations	3
HFT2290	Seminar: Contemporary Problems in Administration	3
*HFT2730	Tour Packaging	3
FOS2100	Experimental Foods	3

RESTAURANT AND FOOD SERVICE ADMINISTRATION

The rapid growth of the Food Service Industry (which, together with the hotel industry, employs more people than any other industry in this country and together are the fourth largest in dollar income) has created a tremendous opportunity for careers of all types, especially in the broad mid-management areas.

While the emphasis of the program is on management techniques, the graduates working within these industries will have personal obligations of public trust to society. Thus the department has included a broad range of General Education requirements to help the student form an ethical and philosophical base. Judicious use of the practicum periods further enhances the value of the graduates to employers, allowing them to enter the industry on a leadership basis. This program is only offered at Central Campus.

First Year

	Semester Hours
<i>Term I</i>	
FSS1221 Volume Foods	3
ENC1101 Composition	3
HFT1210 Supervisory Development	3
SPC1024 Introduction to Speech	3
Physical Education	1
Total Semester Hours	13
<i>Term II</i>	
*ENC2210 Technical Report Writing	3
MAT1033 Intermediate Alg. or Higher	3
HFT1941 Operations & Service Practicum	6
*FSS1240 Classical Cuisine	3
Physical Education Activity	1
Total Semester Hours	16
<i>Term III</i>	
FSS1120 Food & Beverage Purchasing	3
*FSS2242 International Cuisine	3
Total Semester Hours	6

Second Year

		Semester Hours
<i>Term I</i>		
ACG2001	Principles of Accounting I	3
HFT2942	Management & Control Practicum ..	6
**	Electives (field related)	6
	Total Semester Hours	15
<i>Term II</i>		
*ACG2011	Principles of Accounting II	3
*HFT2460	Financial Management	3
FSS2614	Food & Beverage Merchandising ...	3
	Social Science Elective	3
	Elective (field related)	3
	Total Semester Hours	15
	Total Program Semester Hours	65

* Requires a pre- or co-requisite. See course description in catalog.

** Electives: Students are to select 9 credits that will be the most congruent with their career goals:

FSS2500	Food Service Costing & Controls ...	3
FOS2100	Experimental Foods	3
FSS1287	Dining Room & Lounge Operations ..	3
FSS1288	Fast Food Operations	3
HFT2290	Seminar: Contemporary Problems in ..	
	Administration	3
FSS2201	Applied Food Service Sanitation	1
HFT2444	Systems Mgmt for Hospitality and ..	
	Tourism Industries	1
HFT1320L	Engineering and Maintenance Lab ..	1

TOURISM INDUSTRIES ADMINISTRATION PROGRAM

Tourism is the largest industry in the world. Career opportunities are similarly global, but nowhere are they brighter than on Florida's Gold Coast. This fortunate region is one of the few which combines the attractiveness of a destination with the accessibility of a transportation center. All trends point to this area becoming one of the three or four most important centers for tourism in the world.

This growth will require vast numbers of people educated to function in all segments and at all levels of the industry. To serve this diversity, both the mid-management Associate in Science degree and the transfer Associate in Arts degrees are offered. This program is only offered at Central Campus.

First Year

		Semester Hours
<i>Term I</i>		
*HFT1700	Introduction to Tourism Industries ..	
	Administration	3
HFT1210	Supervisory Development	3
MTB1103	Business Mathematics	3
*ENC1101	Composition	3
	Physical Education Activity	1
	Total Semester Hours	13

Term II

MAT1033	Intermediate Algebra or Higher	3
ACG1003	Accounting Survey I	3
	Elective	3
*ENC2210	Technical Report Writing	3
	Physical Education Activity	1
	Total Semester Hours	13

Term IIIA

HFT2220	Organization & Personnel Manage- ment	3
GEO	Geography	3
	Total Semester Hours	6

Second Year

		Semester Hours
<i>Term I</i>		
*HFT2730	Tour Packaging	3
HFT2600	Legal Aspects of Hotel Tourism Op- erations	3
*HFT2500	Marketing	3
	Foreign Language	3
	Elective	3
	Total Semester Hours	15
<i>Term II</i>		
GEB2949	Co-op Work Experience or Elective	3
HFT2430	Travel Agency Management	3
HFT2511	Group Business & Conventions Man- agement	3
	Foreign Language	3
	Total Semester Hours	12

Term IIIB

*SES1401	Office Procedures or Elective	3
MAN2012	Office Management	3
	Total Semester Hours	6
	Total Program Semester Hours	64

* Requires a pre- or co-requisite. See course description in catalog.

It is recommended that students take the Travel Agency I (beginning) and Travel Agency II (advanced) courses in the Adult and Vocational Division of the Broward County Schools before or concurrently with HFT1700.

Department of Marketing

The marketing programs are designed for those students seeking careers in the marketing occupations such as airline marketing, corporate marketing manager, independent retail owner, retail buyer, marketing research, advertising, wholesaling, and service industries. The student is given the opportunity to join and participate in DECA activities. They may obtain program sheets from Student Development Offices.

Airline Marketing Careers

This program is designed for those individuals who wish

to pursue a career with an airline as a flight attendant, reservations agent, customer services agent or other related marketing positions. The purpose of the program is threefold:

- 1. To provide a planned program for the recent high school graduates who aspire to be flight attendants or to be involved in other related airline marketing positions such as reservations agents or customer service agents, but because of their age, may lack the education and/or life experiences sought by airline recruiters;
- 2. To provide the necessary courses which will better qualify such persons in securing such a position;
- 3. To provide additional course work which will enable these persons to obtain employable skills in business in the event they pursue other careers.

Completion of this program does not insure that a flight attendant position can be obtained. The demand for flight attendants is contingent upon the growth of the airline industry in general and the turnover (attrition rate) of flight attendants leaving the job. In addition, in order to be considered for training as a flight attendant, the applicant must possess certain physical and personality attributes which vary from airline to airline.

First Year

		Semester Hours
Term I		
*ENC1101	Composition	3
ASC1010	History of Aviation	3
GEB1011	Introduction to Business	3
MAT1033	Intermediate Alg. or Higher	3
GEO1000	Introduction to Geography	3
	Physical Education Activity	1
Total Semester Hours		16
Term II		
SPC1024	Introduction to Speech	3
ATT1100	Aeronautical Science	3
MAR1011	Principles of Marketing	3
INP1301	Human Relations in Business & Industry	3
**	Elective	3
	Physical Education Activity	1
Total Semester Hours		16

Second Year

		Semester Hours
Term I		
PSY2012	General Psychology	3
MAR1101	Salesmanship	3
MAR1302	Advertising	3
	Humanities or Political Science or History	3
	Foreign Language	3
Total Semester Hours		15

Term II

MAR1321	Public Relations	2
AVM2512	Airline Management	3
HES1400	First Aid and Safety	3
***	Elective	3
	Foreign Language	3
Total Semester Hours		14
Total Program Semester Hours		61

* Requires a pre- or co-requisite. See course description in catalog.

** Any 3 credit hour course in Business Administration (Typing course[s] recommended).

*** Any 3 credit hour course in Aviation or Business Administration.

MARKETING

The Associate of Science - Marketing has three career options.

1. Core Courses (required for all options):

		Semester Hours
ENC1101	Composition	3
SES2335	Business Communication'	3
SPC1600	Public Speaking	3
ACG2001	Principles of Accounting I	3
CO2013	Principles of Economics I	3
MTB1103	Business Mathematics	3
MAR1011	Principles of Marketing	3
MAR1101	Salesmanship	3
MKA2102	Retailing	3
MAR1930	Seminar I: Marketing in Perspective	3
MAR2931	Seminar II: Research in Marketing	3
COC1300	Fundamentals of Data Processing	3
MAT1033	Intermediate Alg. or Higher	3
	Physical Education Activity	2
Total Core Course Semester Hours ..		41

2. Business Electives: Any six (6) credit hours taken from the specialization options in the Associate in Science Marketing degree programs or selected from the following courses:

ACG2011	Principles of Accounting II	3
BUL2112	Business Law II	3
ECO2023	Principles of Economics II	3
FIN1100	Personal Finance	3
GEB1011	Introduction to Business or	
MAN2342	Principles of Supervision	3

3. One of the following specialization options:

Option #1 Fashion Marketing

The Associate of Science degree is a two-year program preparing students for employment in the fashion business. After completion of the program, students will be capable of assuming management responsibilities.

This program is a combination of campus instruction and practical work experience in a related fashion marketing position in the community. Through individual instruction, the students develop a better comprehension of "self" and their ability to identify with the fashion world. Students are encouraged to be employed in a marketing-related occupation. Cooperative Work Experience credit may not be substituted for MAR1930, MAR2931, and MAR2932. Students are given the opportunity to participate in DECA.

MKA1402	Fashion Merchandising	3
MKA1104	Visual Merchandising	3
MKA1411	Textiles	3
MKA1431	Fashion Sales Presentation	3
	Elective	3

Select one three-credit hour course from the following:

MKA2409	Fashion Coordination	3
MKA2955	Fashion Marketing Study Tour	3
MKA2956	Fashion Marketing Study Tour	6
MKA2424	Fashion Buying Tour	<u>3</u>
	Total Option Semester Hours	18

Option #2 General Marketing

This program is designed for students seeking careers in marketing occupations, such as retailing, advertising, buying, selling wholesaling, banking, credit, and services. Emphasis is placed on required skills, responsibilities, and attitudes necessary for job entry and promotion. Students are encouraged to be employed in a marketing-related occupation. Students will have the opportunity to participate in DECA activities. Students interested in transferring to a university for a four-year degree should follow the appropriate Associate of Arts degree program. Cooperative Work Experience credit may not be substituted for MAR1930, MAR2931, or MAR2932.

MAN2342	Principles of Supervision or	
MAN2021	Principles of Management	3
MAR1302	Advertising	3
MAR2240	International Marketing	3
MAR2932	Seminar III: Marketing Manage-	
	ment	3
BUL2111	Business Law I	3
	Electives	3
	Total Option Semester Hours	<u>15</u>

Total Program Semester Hours 67

4. See Department Chairman for approval of courses

* Requires a pre- or co-requisite. See course description in catalog.

** Students with little business background should take GEB1011 prior to attempting MAN2342. Students with substantial practical business exposure should not elect GEB1011.

CERTIFICATE PROGRAMS

Certificates are granted to those individuals completing the course requirements in specialized areas. These programs usually require one year of full-time study.

DEPARTMENT OF BUSINESS ADMINISTRATION

ACCOUNTING

The one year Accounting Certificate Program is designed to qualify those students completing the program for jobs as accounting clerks or other related areas in business.

<i>Term I</i>		Semester Hours
ENC1000	Fundamentals of Writing or	
*ENC1101	Composition	4
MTB1103	Business Mathematics	3
***ACG1003	Accounting Survey I or	
***ACG2001	Principles of Accounting I	3
*SES1100	Basic Typing I and	1
*SES1101	Basic Typing II and	1
*SES1102	Basic Typing III or	1
COC1300	Fundamentals of Data Processing ..	3
TAX2000	Income Tax	3
	Total Semester Hours	16

<i>Term II</i>		
*ENC2210	Technical Report Writing	3
FIN1100	Personal Finance or	
ECO2013	Principles of Economics I	3
***ACG2001	Principles of Accounting I or	
*ACG2011	Principles of Accounting II	3
COP1170	Programming in BASIC or	
COP1120	COBOL I	3
*SES2321	Business Machines	3
	Total Semester Hours	15
	Total Certificate Semester Hours ...	31

* Requires a pre- or co-requisite. See course description in catalog.

** If ACG1003 if taken in Term I, then ACG2001 is required.

*** Students should take ACG2001 is they have had high school bookkeeping with a grade of "C" or better. Students graduating in the top 20 percent of their high school class should take ACG2001.

INCOME TAX PREPARATION

The one-year Income Tax Preparation Certificate Program includes courses which will help students to qualify themselves as preparers of personal income tax returns, simplified business returns, and other accounting work.

<i>Term I</i>		Semester Hours
MTB1103	Business Mathematics	3
ACG2001	Principles of Accounting	3
TAX2000	Income Tax I	3
BUL2111	Business Law I	3
**	Business Elective	3
	Total Semester Hours	15

Term II

*ACG2011	Principles of Accounting II	3
*TAX2010	Income Tax II	3
*BUL2122	Business Law II	3
**	Business Electives	6
	Total Semester Hours	15
	Total Certificate Semester Hours ...	30

* Requires a pre- or co-requisite. See course description in catalog.

** Suggested Business Electives:

REE1040	FREC 1	3
SES2335	Business Communications	3
*SES2321	Business Machines	3
ECO2013	Principles of Economics I	3
*ECO2023	Principles of Economics II	3
FIN1100	Personal Finance	3

DEPARTMENT OF HOSPITALITY

FOOD SERVICE

Designed for recent high school graduates seeking a start in the Food Service/Lodging Industries above the normal entry level jobs. This program is equally important to currently employed individuals desiring to upgrade and update their knowledge. All courses may be used toward the Associate of Arts degree.

	Semester Hours
FSS1120	Food & Beverage Purchasing 3
FSS2500	Food Service Costing & Control 3
*FSS1288	Fast Food Operation 3
HFT1210	Supervisory Development 3
FSS1221	Volume Foods 3
*HFT2220	Organizational & Personnel Man- agement 3
HFT2942	Management & Control Practicum . 6
FSS2614	Food & Beverage Merchandising ... 3
	Food Service or Related Elective ... 3
	Total Certificate Semester Hours 30

Note: Students whose major areas of interest lie in School Food Service, Hospitals, Extended Care Facilities, etc. should make the following substitutions:

HUN1201	Essentials of Nutrition	3
HCA2422	Health Care Facilities & Delivery Systems	3
FSS2301	Dietary Department Operations or	
HFT2942	Management & Control Practicum .	6
FSS1221	Volume Foods	3

To be awarded the Certificate, students must complete their program with a grade point average of "C" or better on all work attempted.

* Requires a pre- or co-requisite. See course description in catalog.

DEPARTMENT OF COMPUTER SCIENCE/OFFICE INFORMATION SYSTEMS

CLERK-TYPIST

The Clerk-Typist Certificate is a one-year program designed to prepare students for immediate employment as general office employees and typists. The student receives instruction which provides basic clerical and typing skills necessary for satisfactory performance on the job, including an employable typing rate and the development and understanding of desirable work habits and social attitudes. Students should plan the program with the advice of the department chairman.

<i>Term I</i>	Semester Hours
*ENC1101	Composition 3
GEB1011	Introduction to Business 3
*SES1110	Intermediate Typing 4 1
*SES1111	Intermediate Typing 5 1
*SES1112	Intermediate Typing 6 1
MTB1103	Business Mathematics 3
*SES1401	Office Procedures 3
	Total Semester Hours 15

<i>Term II</i>	Semester Hours
*SES2120	Expert Typing 7 1
*SES2121	Expert Typing 8 1
*SES2122	Expert Typing 9 1
*SES2151	Word Processing Applications 1 and 1
*SES2152	Word Processing Applications 2 and 1
*SES2153	Word Processing Applications 3 or .. 1
SES1150	Word Processing: Introduction and 3
	Theory
ACG1003	Accounting Survey I or
ACG2001	Principles of Accounting I 3
	Business Elective 3
	Total Semester Hours 15

<i>Term III</i>	Semester Hours
*SES2361	Transcribing Machines 6
	Elective 3
	Total Semester Hours 9
	Total Certificate Semester Hours ... 36

* Requires pre- or co-requisite. See course description in catalog.

SECRETARY

The Secretarial Certificate is designed for those students who desire to enter secretarial work at the junior level upon completion of a one-year program. Students receive college-level instruction as preparation to take and transcribe dictation, type with speed and accuracy, cope with the ever-changing demands of office employment, and develop desirable work habits and social attitudes.

<i>Term I</i>	Semester Hours
ENC1101	Composition 3
*SES1110	Intermediate Typing 4 1
*SES1111	Intermediate Typing 5 1
*SES1112	Intermediate Typing 6 1
*SES1401	Office Procedures 3
MTB1103	Business Mathematics 3
GEB1011	Introduction to Business 3
	Total Semester Hours 15

Term II

*SES2361	Transcribing Machines 3
ACG1003	Accounting Survey I or
ACG2001	Principles of Accounting I 1
*SES2120	Expert Typing 7 3
*SES2121	Expert Typing 8 1
*SES2122	Expert Typing 9 1
*SES2212	Shorthand III 3
*SES2402	Secretarial Procedures 3
	Total Semester Hours 15

Term III

*SES2321	Business Machines 3
SES2335	Business Communications 3
	Total Semester Hours 6
	Total Certificate Semester Hours ... 36

* Requires pre- or co-requisite. See course description in catalog.

ADVANCED SECRETARIAL

Options:

Accounting
Executive Secretary
General Secretary
Insurance
Legal Secretary
Medical Secretary
Real Estate

This program is designed especially for students who earned above average grades in business courses in high school, such as two years of shorthand and two years of typewriting or the VOE three-hour block program plus other business courses such as English, business mathematics, bookkeeping, office practices, etc. These basic credits allow the student to be exempted from taking introductory or prerequisite courses required of most secretarial students and to have a specialization option. Requirements are:

1. Core Courses (required for all options):

	Semester Hours
*SES2120	Expert Typing 7 and 1
*SES2121	Expert Typing 8 and 1
*SES2122	Expert Typing 9 1
*SES2212	Shorthand III 3
ENC1101	Composition 3
SES2335	Business Communications 3
*SES2402	Secretarial Procedures 3

Six Hours from the following:

#ACG1003	Accounting Survey I 3
*#ACG1004	Accounting Survey II 3
#ACG2001	Principles of Accounting 3
*#SES1401	Office Procedures 3
	Total Core Semester Hours 21

2. One of the following options.

Option #1 Accounting

#ACG1003	Accounting Survey I or
*ACG1004	Accounting Survey II or
#ACG2001	Principles of Accounting I or
*ACG2011	Principles of Accounting II 3
MTB1103	Business Mathematics or
*SES2321	Business Machines 3
TAX2000	Income Tax I 3
COC1300	Fundamentals of Data Processing .. 3
	Total Option Semester Hours 12

Option #2 Executive Secretary

GEB1011	Introduction to Business	3
*SES2361	Transcribing Machines I	3
MTB1103	Business Mathematics or	
*SES2321	Business Machines or	
*SES2151	Word Processing Applications 1 and	
*SES2152	Word Processing Applications 2	3
*SES2153	Word Processing Applications 3	3
MAN2012	Office Management or	
MAN2342	Principles of Supervision	3
Total Option Semester Hours		12

Option #3 General Secretary

GEB1011	Introduction to Business	3
MTB1103	Business Mathematics	3
*SES2361	Transcribing Machines I	3
*SES2321	Business Machines	3
*SES2151	Word Processing Applications 1	1
*SES2152	Word Processing Applications 2	1
*SES2153	Word Processing Applications 3	1
Total Option Semester Hours		15

Option #4 Insurance

RMI1001	Introduction to Risk and Insurance .	3
BUL2111	Business Law I	3
GEB1011	Introduction to Business	3
MTB1103	Business Math or	
*SES2321	Business Machines	3
Total Option Semester Hours		12

Option #5 Legal Secretary

*SES2431	Legal Secretary Techniques I	3
*SES2432	Legal Secretary Techniques II	3
REE1040	FREC I	4
BUL2111	Business Law I	3
*BUL2112	Business Law II	3
Total Option Semester Hours		16

Option #6 Medical Secretary

MEA1002	Introduction to Medical Assisting ..	3
MEA1010	Medical Terminology	3
*MEA1011	Clinical Terminology	3
*SES2361	Transcribing Machines I	3
*MEA1100	Office Practices and Procedures	3
Total Option Semester Hours		15

Option #7 Real Estate Option

REE1040	FREC I	4
BUL2111	Business Law I	3
*BUL2112	Business Law II	3
MTB1103	Business Mathematics or	
*SES2321	Business Machines	3
Total Option Semester Hours		13

* Requires a pre- or co-requisite. See course description in catalog.

Students who had a year of high school bookkeeping may be exempted (without credit) from taking ACG1003 and may either take ACG2001 or enroll in ACG1004 for Term II.

PROFESSIONAL SECRETARY

In cooperation with the Professional Secretaries International organization, the following certificate program is offered as an aid to those secretaries preparing to sit for the Certified Professional Secretary examination.

However, it is a program that should be of considerable aid to any secretary interested in increasing secretarial proficiencies and in qualifying for a top secretarial position.

A certificate from Broward Community College is granted upon the completion of 39 hours.

	Semester Hours
*SES2402	Secretarial Procedures 3
SES2335	Business Communications 3
ECO2013	Principles of Economics I or
MAN2021	Introduction to Management 3
INP1301	Human Relations in Business & Industry 3
*SES2120	Expert Typing 7 1
*SES2121	Expert Typing 8 1
*SES2122	Expert Typing 9 1
*#SES2212	Shorthand III 3
MAN2021	Introduction to Management or
MAN2012	Office Management 3
MAN2343	Women in Supervision 3
+	Elective 3
SES2391	CPS Exam Preparation 1
SES2392	Behavioral Science in Business 1
	CPS Exam Preparation II 1
SES2393	Business Law 1
	CPS Exam Preparation III 1
SES2394	Economics & Management 1
	CPS Exam Preparation IV 1
SES2395	Accounting 1 1
	CPS Exam Preparation V 1
	Secretarial Skills & Decision Making 1
SES2396	CPS Exam Preparation VI 1
	Administration 1 1
	Total Certificate Semester Hours 39

A minimum of 15 semester hours of course work must be completed on this certificate program. A maximum of 24 semester hours may be acquired through Experiential Learning credits, including up to five of the following courses if the relevant parts of the CPS examination are passed:

BUL2111	Business Law I
ACG1003	Accounting Survey I or
ACG2001	Accounting Principles I
SES2402	Secretarial Procedures
ECO2013	Principles of Economics I
MAN2021	Introduction to Management
INP1301	Human Relations in Business & Industry

* Requires a pre- or co-requisite. See course description in catalog.

#If students select SES1221 and SES1222 Machine Shorthand rather than Gregg or other handwritten shorthand, the schedule of other courses will have to be adjusted accordingly. See department chairman.

+ Recommended Electives:

ENC1101	Composition	3
COC1300	Fundamentals of Data Processing ..	3
COP1170	Programming in BASIC	3
SES1150	Word Processing: Intro. & Theory ..	3
*SES2151	Word Processing Applications 1 and	1
*SES2152	Word Processing Applications 2 and	1
*SES2153	Word Processing Applications 3	1

DIVISION OF COMMUNICATIONS

Communications for Second Language Students ESL
English AML, CRW, ENC, ENG, ENL, LIT
English Honors Program ENC, LIT
Journalism ADV, JOU, MMC
Modern Foreign Languages ARA, CHI, FRE, FRW, GER,
HBR, ITA, JPN, POR, RUS, SPN
Reading REA
Speech LIN, ORI, RTV, SPA, SPC

The Division of Communications represents that portion of the college curriculum which is basic to the communications skills and which is necessary for students' progress in all curricula. The program emphasizes development of broad aspects of linguistics, in English and in foreign languages.

Below, under the headings of Communications for Second Language Students, English, Journalism, Modern Foreign Languages, Reading and Speech, the intent and scope of these disciplines will be discussed.

Although suggested programs of study for majors within the division are not included in this catalog, lists of required courses for students specializing in English, Foreign Language, Journalism, Latin-American Studies, Speech and Radio-Television are available in the Advisement office.

Suggested program sheets are available in English, Journalism, Radio-Television, Mass Communications, Speech, Speech Pathology, and Foreign Languages.

DEPARTMENT OF ENGLISH

All freshmen and sophomore students enrolled in the University Parallel Program are required to complete a minimum of 6 hours of English Composition. All such students must complete ENC1101 with a "C" or better as the first 3-hour course of composition. The second 3-hour course requirement may be met with either ENC1102 or ENC2210.

All international students with English as their second language (F-I Visa) are required to enroll in Communications for Second Language courses based on test results, if needed. In addition, some resident students (from homes where a language other than English is spoken) may be required to enroll in ESL, depending on test results. After successful completion of the ESL sequence, the students will complete their English requirement.

Students who do not qualify for ENC1101 must enroll in ENC1000 or ENC0094 following assessment. ENC1000 and ENC0094 are College Preparatory courses and are non-credit courses.

Students enrolled in ENC1000 are also encouraged to enroll in an appropriate reading class (REA1000 or REA1105). Students who have difficulty with grammar and mechanics should take ENG1001, Grammar.

In literature courses, the ability to evaluate critically is given paramount importance. Emphasis is placed upon preparing the students to express themselves in both oral and written forms. ENC1101 is a pre-requisite for all courses carrying "writing" credit such as the literature, humanities, and social science courses.

A cluster of specialized courses provides training and experience in the craft of creative writing. If students wish, they may combine these writing courses with the different but related writing opportunities in the Journalism Department.

ENGLISH HONORS PROGRAM

The following courses are offered. Only students who have qualified under the college's honors program may enroll in these courses.

ENC1101	HON English Composition	3
ENC1102	HON English Composition	3
ENC2210	HON English Composition	3

At least one of the following courses is offered during Terms I and II of each academic year:

ENL2013	HON British Literature I	3
ENL2023	HON British Literature II	3
LIT2110	HON World Literature I	3
LIT2120	HON World Literature II	3
IDS1936	HON Interdisciplinary Seminar	3

For explanation of content see individual course listings.

To remain in the program, students must maintain a "B" average in honors courses. Though all honors courses carry the same credit as regular courses, an "H" is affixed to the transcript to indicate honors credit.

DEPARTMENT OF JOURNALISM AND PUBLICATIONS

The Journalism curriculum offers students survey courses and basic courses in writing and editing as well as the opportunity to put their knowledge to use by writing for campus publications. Students are encouraged to look off campus as well as on campus for newsworthy material. Student newspapers and magazines invite interest and participation, and opportunity is provided for journalism students to participate in state and national competition. The Broward Community College journalism program prepares students for further study in pursuit of a degree, and in some cases has opened the way for media employment upon completion of the Associate of Arts degree.

Students are encouraged to contact the Journalism Department Head for consultation regarding their particular activity interest and recommended courses of study. Lists of required and recommended courses are available in the Journalism area and in the Counseling office.

DEPARTMENT OF MODERN FOREIGN LANGUAGES AND READING COMMUNICATIONS

The students enrolled in foreign languages will receive intensive preparation in the basic skills of the language so that they will be able to continue their work and interest in this area after graduating from Broward Community College. A combination of modern and traditional methods helps students learn to speak the language and gives an insight into the culture.

Students are offered language training that assists in the preparation for upper division work or for use in a vocation or profession. Attendance in the language laboratory is required for each beginning course and for the elementary and intermediate conversation courses. It is available for additional drill and comprehension at all levels.

The advanced courses permit students to proceed in a given language beyond the basic skills and offer a substantial introduction to literary masters and to the culture of each country.

The Modern Foreign Language Department offers special conversation courses at the elementary and intermediate levels. These are designated as 1000 and 2240 courses. For students who wish to continue in more advanced conversation courses, French 2400 and 2401 and/or Spanish 2400 and 2401 are recommended.

Students who plan to transfer to upper division institutions working towards the Bachelor of Arts or Bachelor of Science degree should complete the intermediate level of foreign language at Broward Community College. All candidates for the Associate in Arts degree are encouraged to do so, especially if they are not certain of their ultimate major program at the upper division. Students should remember that often upper divisions of senior institutions require at least the intermediate level of the language. Starting in 1987, Florida universities will require two years of high school language or two semesters of college language before admitting students to the upper divisions.

During the registration period, all students who have had two years or more of a foreign language in high school and who are to continue in this language are given placement tests to determine the suitable level of study.

Students transferring from other colleges should continue equivalent sequential courses.

Students should note that Studies in Literature and Culture (FRW2010, GEW2010, or SPW2010 and FRW2011, GEW2011, or SPW2011) may be applied to fulfill three hours of the Humanities requirement.

Note: Any of the modern foreign language courses designated as "Studies in Literature and Culture" may be applied to fulfill three of the six hours of the Humanities requirement.

MODERN FOREIGN LANGUAGE ACTIVITIES

International Foreign Language Organization — This organization is open to students of foreign languages and to other interested members of the college community. It provides an opportunity for intercultural exchange and reinforcement of the spoken language.

Travel-Study Program — See course descriptions for FRE1170, GER1170, and SPN1170 and FOREIGN STUDY PROGRAM.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language courses are designed to provide English language instruction to international students whose native language is not English. Registration in courses is required of all incoming international students (F-1 Visa) and of residents whose native language is not English, based on need as assessed through placement testing.

Placement in courses is determined by interview and testing. The appropriate combination of speech and English instruction is determined individually according to the

student's existing English language skills. Once in the sequence a student may be exempted from a course by instructor recommendation. Upon successful completion of course work, students are eligible to register for ENC1101.

DEPARTMENT OF READING COMMUNICATIONS

It is the purpose of the Reading Department to provide opportunities for students to improve reading skills, attitudes, and understanding of written materials which will enable them to succeed in all college curricula and vocational objectives.

REA1000 College Prep Reading teaches basic reading and study skills to prepare students for college course work. Students learn how to find main ideas, remember details, draw conclusions, and think logically. Attention is also given to increasing rate, expanding vocabulary, and taking notes and tests. Recommended Corequisite ENC0012 or ENC1000

REA1105 College Reading teaches efficient reading abilities: comprehension, vocabulary, speed and study techniques. Students learn how to interact successfully with complex reading materials. Attention is given to developing critical reading skills, increasing rate, and enriching vocabulary. This course is excellent preparation for reading section of CLAST because it emphasizes all the competencies tested. Recommended corequisite ENC1000 or ENC1101. 3 hours lecture weekly/Extra laboratory hours recommended

3 semester hours — transferable credit

REA1205 College Reading II is offered as an elective for students who have successfully complete REA1105 and want to further enhance their college reading skills.

REA2605 refines college level study skills. Students establish individualized goals. This one credit course is offered on the basis of demand.

DEPARTMENT OF SPEECH

The Speech Department offers students opportunities for general speech improvement, hearing evaluation, treatment of speech disorders and Readers Theatre. Students may select electives which fulfill general education requirements as well as beginning courses of study for majors and minors in General Speech, Radio-Television, Speech Pathology, and Audiology.

Students are urged to contact the Speech Department for consultation with a speech instructor regarding special topics of interest.

Students should note that SPC1600, Public Speaking, and SPC1024, Introduction to Speech, may be used to fulfill Area 5 requirements.

DEPARTMENT OF COOPERATIVE EDUCATION

What can be gained from the Co-op Program?

As a Co-op student you can:

1. earn academic credit;
2. gain practical experience and job knowledge;
3. test your career decision;
4. make valuable contacts in your professional field;
5. earn an income through work in your field.

Who is Eligible for the Co-op Program?

All students who have completed one full-time semester or at least twelve (12) credit hours are eligible to enter to the Co-op Program provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing (Students who do not meet this criterion may apply for special entry into the program through the Department Head of Cooperative Education).

When to apply for the Co-op Program?

Students may apply as soon as they have been accepted for enrollment by the College, even though they will not be eligible to receive a work assignment until after they have completed the minimum twelve (12) credit hours in the college.

What are the Application Procedures?

1. Complete the Co-op application form available in the Department of Cooperative Education on each campus.
2. Arrange for an interview with the campus Co-op coordinator.
3. Get accepted by an employer as a Co-op student/employee/intern/volunteer.
4. In cases where the student's current job has been determined to be related to his/her major, obtain the employer's (supervisor's) permission to take Co-op.

What are the Course Requirements for the Co-op Program?

There are two (2) different Cooperative Education Plans offered at Broward Community College - the Parallel Plan, and the Alternating Plan.

1. **The Parallel Plan** - In this plan the student works 10-20 hours per week in a part-time position while attending classes either full- or part-time. In some instances students may work in volunteer positions. Students will receive three (3) semester hours upon completion of specific assignments for each work term.
2. **The Alternating Plan** - In this plan two (2) students share one full-time work assignment on an alternating basis. While one student is working full-time on the job, the other student (the alternate) is attending classes full-time. At the end of each semester, the students change places. Each student will receive three (3) semester hours upon completion of specific assignments for each work term.

In each plan the student receives a Co-op Workbook at the beginning of the term in which all assignments will be explained. An orientation is provided to clarify course objectives, grading policy, and assignment of due dates. The Cooperative Education Department will grade the assignments submitted by the student and the evaluation made by the employer.

The Experiential Learning Program

What is Experiential Learning?

The Experiential Learning Program, developed primarily for working adults, is designed to recognize the academic value of what you have learned through your experiences outside the college classroom. This learning - referred to as prior experiential learning - may result from such activities as work experience, employment-related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. In short, it is a way of recognizing your learning regardless of the circumstances under which it was acquired.

What is Meant by Assessment?

Assessment refers to the process used to determine what and how much you know. Your assessment may involve one or more of the following:

- written or performance tests
- the preparation of a portfolio which describes your learning and how it was acquired
- the evaluation of your certificates and licenses
- interviews with faculty members.

The method of assessment is decided upon by the college faculty members responsible for the courses for which you wish to receive credit.

Note: Keep in mind that not all Broward Community College courses are "assessable" courses. That is, even though you may feel that you have the appropriate background and knowledge, the particular course for which you wish to be evaluated may not be available for this purpose.

What can be gained from this Assessment Program?

Credit which you receive can provide you with a headstart toward your academic goal, whether it is a Certificate, an Associates Degree, a Bachelor's Degree or beyond. Instead of relearning what you already know, you will be able to concentrate your time and energy on learning what you do not yet know.

If you are planning to attend classes part-time, perhaps during the evening, this program may enable you to achieve your educational goal within a reasonable time, while still maintaining your home and work responsibilities.

What are the steps in the assessment process?

1. After being accepted by the college through the Registrar's Office, decide on your academic program with the help of a counselor.
 2. Apply for assessment by completing the necessary forms available at the Department of Cooperative Education and Experiential Learning on any campus.
 3. Consult with your Experiential Learning Advisor who will help you to determine the courses for which you may choose to seek academic credit. This usually requires that you closely examine the course descriptions in the College catalog. In this "catalog search" you may find several course descriptions which you react to by saying "I know that" or "I can already do what that course is designed to teach"
 4. Discuss your responsibilities in the assessment process.
- For instance, you may be instructed to
- meet with a specified instructor for an oral or written

examination.

- prepare for a written exam by reviewing textbooks
- inform your employer that an instructor will be visiting you at your work site
- bring Certificates and Licenses to the Experiential Learning Advisor so that they can be authenticated.

5. Pay necessary fees. You pay for the assessment process and not the credit. It is possible that you may not receive academic credit in all of the areas requested, but the cost of assessment remains the same.

The assessment process may take from several hours to several months, depending upon the amount of credit requested and methods of assessment required. When the process is completed, results will be forwarded to the Experiential Learning Advisor, who will then inform the Registrar's Office of the amount of credit granted and entered on your transcript; failure to receive credit will not be noted on your transcript.

AUTOMOTIVE TECHNOLOGY

(South Campus only)

The Automotive Technology Program is offered jointly through Broward Community College, Sheridan Vocational Technical Center and South Florida Automobile Dealerships.

This program is designed to provide up to date training for beginning service technicians. Students learn through classroom lectures, laboratory sessions on State-of-the-Art products and practical training through alternating cooperative education work sessions at sponsoring automobile dealerships.

Enrollment is limited and selections are made for classes on the basis of academic abilities and acceptance by a sponsoring dealership.

First Year

	Semester Hours
<i>Term I</i>	
AER1000 Integrated Auto Systems	3
AER1004 Power Plant Overhaul	3
ENC1101 Composition I	3
AER2943 Cooperative Education (9 weeks) ...	3
Total Semester Hours	12
<i>Term II</i>	
PHY1002 Applied Physics	3
AER1100 Automotive Electrical Systems	3
AER2112 Computer Engine Control & Drivability	3
ENC2210 Technical Report Writing	3
AER2944 Cooperative Education (9 weeks) ...	3
Total Semester Hours	15
<i>Term III</i>	
AER1131 Transmissions and Drive Systems ..	6
MTB1321 Technical Mathematics I	3
AER2945 Cooperative Education (9 weeks) ...	3
Total Semester Hours	12

Second Year

	Semester Hours
<i>Term I</i>	
AER2160 Automotive Service & Parts Dept. Management	3
AER2121 Brake Systems and Chassis Repair ..	3
AER2949 Social Science Elective	3
Cooperative Education	3
Total Semester Hours	12
<i>Term II</i>	
AER2120 Steering and Suspension Systems ..	3
AER2171 Heating and Air Conditioning Theory	3
AER2705 Diesel Engine Fundamentals	3
AER2150 Engine Tune Up and Emission Controls	3
Physical Education Activities	2
Total Semester Hours	14
Total Program Semester Hours	65

CAREER PLANNING COURSES

Under the sponsorship of the Department of Cooperative Education and Experiential Learning, the College offers two courses designed to assist students in making career decisions and preparing to enter the job market.

A course designed for students who desire help in choosing a career. Students will learn the on-going process of life/career planning through the assessment of self and the exploration of the world of work.

SLS1341 Employability Skills 1

A course designed for students who desire help in locating, applying for and keeping a job.

Students will learn application procedures, resume-writing, interviewing techniques and job search strategies.

DIVISION OF CRIMINAL JUSTICE

Criminal Justice CCJ
Corrections CCJ
Law Enforcement CCJ
Crime Scene Technology CJT
Broward Police Academy
Holt Training Program
Corrections Academy
Law Enforcement Testing Center
Career Development Training
Fire Science Technology FFP
Security Academy

The Criminal Justice Institute has been made possible by the financial support of the Law Enforcement Assistance Administration of the Federal Department of Justice and Region XIII of the Florida Criminal Justice Standards and Training Council. Operated by Broward Community College, the purpose of the Institute is to serve all government divisions of Broward County, large or small, and to upgrade the administration of Criminal Justice.

Students seeking to transfer to a university for a baccalaureate degree should take the Associate in Arts degree in Criminal Justice. Three options are offered: Option #1 for transfer to universities which have 4 years of offering, Option #2 for Law Enforcement emphasis at senior universities (only 3rd and 4th years), and Option #3 for Crime Scene Technology emphasis.

Suggested program sheets are available in the Counseling office for all options.

Non-credit seminars and workshops are offered to meet the training needs of the Criminal Justice agencies of Broward County and southeast Florida. These are offered under the auspices of the J. Lester Holt Law Enforcement program, established in the memory of the late J. Lester Holt, Chief of Police of the City of Fort Lauderdale. The program is a joint enterprise of the Broward County Chiefs of Police Association and Broward Community College.

The Criminal Justice Institute holds a Florida Criminal Justice Standards and Training Commission Training Certificate which authorizes the basic Police Academy, the Auxiliary Academy, Police Career Development courses, and a Corrections Academy to meet the local needs.

Criminal Justice students with extensive non-credit experience and/or training may receive credit for specific courses by satisfactorily completing all requirements and examinations for the course. Applications should be made to the Experiential Learning Office.

The Criminal Justice Core subjects are taken by all Criminal Justice students. Core subjects are English, Mathematics, Political Science, Psychology, Sociology, and Constitutional Law. Other subjects, as listed, are taken to suit the requirements of the option selected by the students. All degrees and options have the following requirements.

1. Completion of at least 24 hours at Broward Community College, including the last 12 semester hours.
2. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. Students are responsible for completing all graduation requirements.
3. Removal of all admission requirements.
4. Attendance at all official graduation exercises.

PRE-CRIMINAL JUSTICE (Associate of Arts)

1. Completion of 65 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following general education requirements:

	Semester Hours
ENC1101 Composition	3
ENC1102 Composition or	
ENC2210 Technical Report Writing	3
PSY2012 General Psychology	3
SYG2000 General Sociology	3
SYG/PSY Electives	6
#POS1041 National Government	3
#POS1112 State and Local Government	3
Social Science Electives	6
MAT1033 Intermediate Algebra	3
MGF1202 College Mathematics	3
### Science and Lab	7
Humanities	6
Physical Education Activities	4
Total General Education Semester Hours	53

2. Completion of required option courses.

Option #1 Transfer

CCJ1020 Introduction to Criminal Justice	3
CCJ1250 Constitutional Law	3
CCJ1410 Police Administration I	3
CCJ1300 American Corrections	3
Total Option Semester Hours	12

Option #2 Law Enforcement Emphasis

CCJ1020 Introduction to Criminal Justice	3
CCJ1250 Constitutional Law	3
CCJ1220 Criminal Law	3
CCJ1410 Police Administration I	3
CJT2100 Criminal Investigation I	3
CJT2110 Criminal Investigation II	3
Total Option Semester Hours	18

Option #3 Corrections Emphasis

CCJ1250 Constitutional Law	3
CCJ1300 American Corrections	3
CCJ1440 Confinement Facilities	3
CCJ2320 Probation and Parole Procedures ...	3
CCJ2350 Correction Casework	3
CCJ2933 Corrections Seminar	3
Total Option Semester Hours	18

Option #1, must take ECO2013 and either POS1041 or POS1112, and a social science sequence.

Options #2 and #3 choose the POS1041 and POS1112 sequence.

CRIMINAL JUSTICE (Associate of Science)

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following General Education Requirements:

ENC1101	Composition	3
ENC1102	Composition or	
ENC2210	Technical Report Writing	3
MAT1033	Intermediate Algebra or Higher	3
POS1041	National Government or	
POS1112	State and Local Government	3
PSY2012	General Psychology	3
SYG2000	General Sociology	3
#	SYG/PSY Elective	3
	Physical Education Activities	2
	Total General Education Semester Hours	23

Option #3 Crime Scene Technology students take 3 hours of SYG/PSY electives.

2. Completion of Option requirements:

Option #1 Law Enforcement Emphasis

	SYG/PSY Elective	3
CCJ1020	Introduction to Criminal Justice	3
CCJ1250	Constitutional Law	3
CCJ1410	Police Administration I	3
CCJ1420	Police Administration II	3
CCJ1220	Criminal Law	3
CCJ1230	Criminal Evidence and Procedures ..	3
CJT2100	Criminal Investigation I	3
CJT2110	Criminal Investigation II	3
SPC1024	Introduction to Speech	3
#	Electives	9
	Total Option Semester Hours	39

Electives may be chosen from CCJ2120, COC1300, Sociology, Psychology, Science or Humanities.

Option #2 Corrections Emphasis

	SYG/PSY Elective	3
CCJ1250	Constitutional Law	3
CCJ1300	American Corrections	3
CCJ1440	Confinement Facilities	3
CCJ2330	Probation and Parole Procedures	3
CCJ2350	Correction Casework	3
CCJ2933	Corrections Seminar	3
#	Electives	18
	Total Option Semester Hours	39

Three hours of electives may be chosen from CCJ1020, CCJ122, or CJT2100. Fifteen hours of electives may be chosen from COC1300, Sociology, Psychology, Science or Humanities.

Option #3 Crime Scene Technology

CCJ1020	Introduction to Criminal Justice	3
CCJ1250	Constitutional Law	3
CCJ1220	Criminal Law	3
CCJ1230	Criminal Evidence and Court Procedures	3
CCJ1410	Police Administration I	3
CJT2100	Criminal Investigation I	3
CJT2110	Criminal Investigation II	3
CJT2120	Forensic Photography	3
CJT2130	Criminalistics Practicum	3
PHI1100	Logic or	
PHI2010	Intro to Philosophy	3
	Science and Laboratory	8
#	Elective	3
	Total Option Semester Hours	41

The three hours of elective credit may be chosen from FFP2240, Science or Humanities.

POLICE SCIENCE (Certificate Program)

This program is designed to assist working police officers in achieving practical knowledge of the administration and operation of a modern police department and its subdivisions, and to meet promotional requirements as they might be established by the police agency. This program is for police officers only.

Semester
Hours

POS1041	National Government or	3
POS1112	State and Local Government	3
CCJ1020	Introduction to Criminal Justice	3
CCJ150	Constitutional Law	3
CCJ1410	Police Administration I	3
CCJ1420	Police Administration II	3
CCJ1220	Criminal Law	3
CCJ1230	Criminal Evidence	3
CJT2100	Criminal Investigation I	3
CJT2110	Criminal Investigation II	3
SYG2000	General Sociology	3
	Total Certificate Semester Hours ...	30

CORRECTIONS (Certificate Program)

Semester
Hours

POS1041	National Government or	3
POS1112	State and Local Government	3
CCJ1020	Introduction to Criminal Justice	3
CCJ1250	Constitutional Law	3
CCJ1300	American Corrections	3
CCJ1440	Confinement Facilities	3
CCJ2330	Probation and Parole Procedures	3
CCJ2350	Correctional Casework	3
CCJ2933	Correctional Seminar	3
SYG2000	General Sociology	3
PSY2012	General Psychology	3
	Total Certificate Semester Hours ...	30

FIRE SCIENCE TECHNOLOGY

Broward Community College is prepared to meet the needs of the Fire Service and with the support and advice of local leaders has developed a Fire Science Program. An associate degree program is offered for students desiring to enter or advance in the Fire Service. In addition, a one-year Certificate program provides an opportunity for Fire Service employees to improve their knowledge through a concentration on Fire Science subjects.

Federal, state and municipal governments have recognized the need for degree programs in the Fire Service for both entry level and in-service personnel. Recent scientific and technical developments have created a demand for highly skilled personnel, and population increases and civil disturbances have placed increasing demands on the fire departments. Broward County in its rapid growth is well aware of the need to meet this challenge of expansion.

FIRE SCIENCE (Associate of Science)

70 semester hours of credit with a grade point average of 2.0 or better must be completed for this degree.

First Year

	Semester Hours
Term I	
EMS1119 Emergency Medical Technician Basic	6
EMS1119L Emergency Medical Technician Skills Lab	1
EMS1431 Emergency Medical Technician Clinical	2
FFP1400 Fireground Tactics & Strategy	3
FFP1000 Intro to Fire Science	3
Physical Education Activity	1
Total Semester Hours	16
Term II	
FFP2500 Hazardous Materials I	3
FFP1203 Fire Protection Theory and Application	3
*FFP2402 Application of Fireground Tactics II	3
FFP2240 Arson and Fire Investigation	3
FFP1100 Fire Administration I	3
Physical Education Activity	1
Total Semester Hours	16
Term III	
FFP2130 Fire Department Supervision	3
Fire Science Elective	3
Total Semester Hours	6

Second Year

	Semester Hours
Term I	
*FFP2501 Hazardous Materials II	3
*FFP2101 Fire Administration II	3
ENC1101 Composition	3
SPC1024 Intro to Speech	3
Elective	3
Total Semester Hours	15
Term II	
*ENC2210 Tech Report Writing	3
MAT1033 Intermediate Alg. or Higher	3
PSY2012 General Psychology	3
FFP1320 Fire Protection Through Bldg Construction	3
POS1112 State and Local Government	3
Total Semester Hours	15
Total Program Semester Hours	68

* Requires a pre- or co-requisite. See course description in catalog.

** 200-hour Certification Course will automatically satisfy FFP1000. Students should present their certificates to the Experiential Learning Department to obtain credit. BCC does not offer FFP1000.

Fire Science Electives to be selected from:

FFP2240 Arson and Fire Investigation	3
FFP2600 Fire Apparatus and Procedures	3

FFP2150 Techniques of Instruction in Fire Service	3
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EMS If required by respective fire departments, 3 credits of EMS State Certification will be accepted toward the fire science elective.

FIRE SCIENCE (Certificate Program)

This program is designed to increase the practical knowledge of the in-service fireman in relation to the administration and operation of the fire department and as an aid in meeting promotional requirements.

	Semester Hours
FFP1100 Fire Administration I	3
FFP1400 Fireground Tactics & Strategy	3
*FFP2101 Fire Administration II	3
FFP2500 Hazardous Materials I	3
*FFP2501 Hazardous Materials II	3
FFP1203 Fire Prevention Theory and Application	3
FFP2402 Application of Fire Science Tactics	3
Selection of any 4 Fire Science Courses	12
Total Certificate Semester Hours	33

MILITARY SCIENCE (Army ROTC)

The Army Reserve Officers Training Corps (ROTC) at Broward Community College offers the first two years (MSI & II) of the Army ROTC four year program. Completion of the four year program leads to a commission as a second lieutenant in either the United States Regular Army, Army Reserve, or National Guard. Scholarships are available to students on a competitive basis. Admission to the first two year (Basic Course) of ROTC is open to full-time students who will complete the four-year program prior to their 30th birthday and who are physically qualified. Admission to the third and fourth year (Advanced Course) is competitive. Credit for the Basic Course may be given for prior military service or for participation in three years of Junior ROTC during high school. Credit for the entire Basic Course may be received by attending a six-week Summer Camp at Fort Knox, Kentucky. Additionally, Army ROTC offers training in the form of "Leadership Labs" to all students. Students enrolled in ROTC can receive additional Military Core Credit Hours (MCCH) for participating in a "Leadership Lab". The "Leadership Lab" offered is:

Bushmasters: Students receive training in Ranger. Special Forces, tactics, techniques, rappelling survival, field training exercises, combatatives, weapons and leadership.

The United States Army offers courses in Military Science which can lead to scholarships at a University. Broward Community College students will register at any campus for schedule courses which will be presented at the University of Miami. This two year program will consist of presentations in Organization of the Army, Map Reading, Small Unit Tactics and Leadership. Interested students should contact the University of Miami, Army ROTC Detachment, (305) 284-4673.

DIVISION OF ENGINEERING TECHNOLOGY

The Division of Engineering Technology consists of the following departments:

- Architectural Technology ARTC
- Building Construction and Civil Engineering Technology BCN, ETC, ETD, ETE, ETG, EVS
- Landscape Technology ENY, ORH, PMA
- Pest Control Technology ENY, PMA, ORH
- Electronics Technology ETD, ETE, EET, ECM, CET
- Interior Design IND

Instruction in these programs provides students with the theoretical knowledge and the practical experience necessary to obtain employment in these technical fields and to qualify for an Associate of Science Degree. (Graduates of these programs are qualified to pursue the Bachelor of Science in Technology Degree at upper level institutions throughout the State of Florida and at other colleges and universities throughout the nation.) Graduates from these programs have been in great demand by employers. Due to the continued growth in these technical fields, future employment prospects and opportunities for advancement look very good.

Suggested program sheets are available in Architecture, Interior Design, Building Construction, Civil Engineering Technology, Electronics Engineering Technology, Automotive Technology, Aviation, Landscape Technology, Pest Control Technology and Pre-Engineering.

ENGINEERING TECHNOLOGY

Requirements for the Associate of Science Degree in Engineering Technology Programs are the following:

1. Completion of all courses required, as listed in the particular technical program, and a minimum cumulative grade point average of 2.0.
2. Completion of a minimum of 24 semester hours at Broward Community College, including the last 12 semester hours.
3. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
4. Removal of all admission conditions.
5. Attendance at all official graduation exercises.

Some Engineering Technology programs are only offered on one campus. Students should check with Counseling for the campus location of their program.

ARCHITECTURE (Associate of Arts)

First Year

Term I		Semester Hours
ARC1126	Architectural Drafting I	3
ARH2000	Art Appreciation	3
ENC1101	Composition	3
*MAC1132	Pre-Calculus I	3
EUH1000	Western Civilization	3
	Physical Education Activity	1
	Total Semester Hours	16

Term II

*ARC2020C	Architectural Communications I ...	3
*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
*MAC1133	Pre-Calculus II	3
EUH1001	Western Civilization	3
PHS2805	Acoustics or	
PSC1121	Physical Science	3
	Physical Education Activity	1
	Total Semester Hours	16

Term III

ARC2140	Humanities	3
	Materials and Methods	3
	Total Semester Hours	6

Second Year

Term I

		Semester Hours
ARC1701	Survey of Architectural History	3
*ARC2031	Architectural Design I	4
*ARC2201	Theory of Architecture	3
*MAC2301	Calculus IA	3
	Gen. Education Elective (areas 2-5) ..	3
	Physical Education Activity	1
	Total Semester Hours	17

Term II

*ARC2032	Architectural Design II	4
*ARC2580	Architectural Structures	4
ARC2681	Environmental Technology	3
PHY2053	General Physics	3
PHY2053L	General Physics Lab	1
	Physical Education Activity	1
	Total Semester Hours	16
	Total Program Semester Hours	68

* Requires a pre- or co-requisite. See course description in catalog.

ARCHITECTURAL TECHNOLOGY (Associate of Science)

Provides students with the necessary basic concepts and practices employed in the architectural field today. Special problem solving situations qualify students for special areas, such as architectural drafting, specifications writing, pictorial presentations, model presentation, planning, and estimating.

Any changes or substitutions in the following program must have prior approval by the Department Head.

First Year

Term I

		Semester Hours
*ARC1126	Architectural Drafting I	3
*PHY1002	Applied Physics	3
*PHY1002L	Applied Physics Lab	1
*ENC1101	Composition	3
MTB1321	Technical Mathematics I	3
	Physical Education Activity	1
	Total Semester Hours	14

Term II

*ARC2020C	Architectural Communications	3
*ENC2210	Technical Report Writing	3
*MTB1322	Technical Mathematics II	3
ARC2201	Theory of Architecture	3
#	Elective	3
	Physical Education Activity	1
	Total Semester Hours	16

Term IIIA

ARC2140C	Materials and Methods of Construction	3
	Total Semester Hours	3

Second Year**Term I**

		Semester Hours
*ARC2122	Architectural Drafting II	3
*ETG2530	Strength of Materials Lab	2
*ETG2530L	Strength of Materials Lab	1
MTB1304	Mathematics with Machines	1
*SUR2001	Surveying	1
*SUR2001L	Surveying Lab	2
#	Elective	3
	Total Semester Hours	13

Term II

*ARC2154	Architectural Drafting III	3
*BCN2614C	Construction Planning and Estimating	3
BCN2561	Mechanical and Electrical Systems	3
	Elective	3
	Elective	4
	Total Semester Hours	16
	Total Program Semester Hours	62

* Requires a pre- or co-requisite. See course description in catalog.

Suggested Electives: ART1201C, GEB1011, *ETC2334, *ETC2410, *ETH1720.

Students enrolled in the cooperative Work Experience Program should enroll in one of the following courses during their work period:

SES2390	Work Experience I
SES2391	Work Experience II

**INTERIOR DESIGN
(Associate of Science)****First Year****Term I**

		Semester Hours
IND1020	Interior Design I	3
IND1100	History of Interiors I	3
ARC1126	Architectural Drafting I	3
ART2205C	Color and Composition	3
ENC1101	Composition	3
	Total Semester Hours	16

Term II

*IND1200	Interior Design II	3
*ARC2020C	Architectural Communications	3
IND2420	Materials and Sources	3
*IND2130	History of Interiors II	3
	Physical Education Activity	1
	Total Semester Hours	13

Term IIIA or IIIB

ARC2140C	Methods & Materials of Building Construction	3
	General Education Elective (Areas 2-5)	3
	Total Semester Hours	6

Second Year**Term I**

		Semester Hours
*IND2210	Interior Design III	3
ARC2031	Architectural Design I	3
*ENC2210	Technical Report Writing	3
MAT1033	Intermediate Algebra or higher	3
ARC2201	Theory of Architecture	3
	Total Semester Hours	15

Term II

*IND2220	Interior Design IV	3
ARH2051	Art History II	3
ARC2032	Architectural Design II	3
PSY2012	General Psychology	3
IND2500	Professional Practices	3
	Total Semester Hours	15
	Total Program Semester Hours	65

* Requires a pre- or co-requisite. See course description in catalog.

**CONTRACTING AND CIVIL
ENGINEERING TECHNOLOGY**

The Contracting and Civil Engineering Technology program prepares students for employment as an Engineering Aide. The courses emphasize fundamentals and techniques of construction of buildings, utilities, highways and bridges.

First Year**Term I**

		Semester Hours
*ETC1250	Materials and Processes	2
*ETE1223L	Materials Testing Lab	1
ETD1121C	Civil Drafting I	3
MTB1321	Technical Mathematics I	3
	Elective	3
	Physical Education Activity	1
	Total Semester Hours	13

Term II

#	Technical Elective	3
EVS2231	Water Supply	3
*MTB1322	Technical Mathematics II	3
*ENC1101	Composition	3
*PHY1002	Applied Physics	3
*PHY1002L	Applied Physics Lab	1
	Physical Education Activity	1
	Total Semester Hours	17

Term IIIA

*SUR2001	Surveying	1
*SUR2001L	Surveying Lab	2
	Total Semester Hours	3

Second Year

Term I		Semester Hours
*ETG2530	Strength of Materials	2
*ETG2530L	Strength of Materials Lab	1
*ETD2122C	Civil Drafting II	3
SUR2200C	Route Surveying	3
*ENC2210	Technical Report Writing	3
#	Technical Elective	3
	Total Semester Hours	15

Term II		Semester Hours
*ETC2410	Structural Design	3
BCN2614C	Planning and Estimating	3
BCN2561	Mechanical and Electrical Systems	3
#	Technical Elective	3
	Humanities	3
	Total Semester Hours	15
	Total Program Semester Hours	63

* Requires a pre- or co-requisite. See course description in catalog.

Suggested Technical Electives: BCN2742, ARC2031, BCN1930, BCN1740, BCN1750.

BUILDING CONSTRUCTION (Associate of Arts) First Year

Term I		Semester Hours
ECT1250	Materials and Processes	2
ETC1223L	Materials Testing Lab	1
ENC1101	Composition	3
*MAC1132	Pre-Calculus I	3
	Social Science	3
	Physical Education Activity	1
	Total Semester Hours	13

Term II		Semester Hours
ARC1126	Architectural Drafting I	3
*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
*MAC1133	Pre-Calculus II	3
	Social Science	3
	Physical Education Activity	1
	Total Semester Hours	13

Term IIIA		Semester Hours
ECO2013	Principles of Economics I	3
*SUR2100	Surveying	1
*SUR2100L	Surveying Lab	2
	Total Semester Hours	6

Second Year

Term I		Semester Hours
*MAC2311	Calculus	6
*PHY2053	General Physics	3
*PHY2053L	General Physics Lab	2
	Elective	3
	Humanities	3
	Physical Education Activity	1
	Total Semester Hours	17

Term II		Semester Hours
*GLY1010	Physical Geology	3

*GLY1010L	Physical Geology Lab	1
*PHY2054	General Physics	3
*PHY2054L	General Physics Lab	1
ACG2001	Principles of Accounting	3
	Humanities	3
	Physical Education Activity	1
	Total Semester Hours	15
	Total Program Semester Hours	64

* Requires a pre- or co-requisite. See course description in catalog.

BUILDING CONSTRUCTION (Certificate)

This program is designed to provide ongoing educational opportunities for existing and prospective members of the construction trades.

	Semester Hours
BCN1272 Plans Interpretation	2
BCN1610 Estimating Fundamentals	2
BCN1616 Advanced Estimating	2
BCN1930 Special Topics	2
BCN1750 Financing	2
BCN1721 Planning and Cost Control	2
BCN1740 Building Construction Law	2
BCN2704 Building Construction Insurance	2
BCN2230 Materials and Methods	2
BCN2712 Building Construction Supervision	2
Total Certificate Semester Hours ...	20

BCN2742 Contractors Licence Prep (May be substituted for any 4 semester credits with departmental approval)

LANDSCAPE TECHNOLOGY PROGRAM

The opportunities in this rapidly expanding industry for technically trained personnel are almost limitless. Technological advances, increased emphasis on environmental control through the use of plants, additional consumer leisure time and greater aesthetic interest have greatly increased the need for personnel in the areas of landscape design, landscape contracting, nursery and turf production and management, horticultural pest control, horticultural sales, and garden supply.

The Associate of Science graduates of this program will have an understanding of the basic knowledge and technical skills necessary for rapid advancement in the industry of their choice. Credit may be applied toward a degree at various senior institutions.

Many of the courses are offered in the evening for industry members who wish to continue their education and advance in their field.

Persons interested in this self-satisfying and profitable career should contact the staff of the Landscape Technology program for a personal interview or the Counseling and Advisement Department.

Requirements for the Associate of Science degree in Landscape Technology:

1. Completion of 68 hours of credit and a grade point average of 2.0 or better.
2. Completion of a minimum of 24 semester hours at Broward Community College, including the last 12 semester hours.
3. Applying formally for degree to the Registrar during

- the term in which 45 semester hours are earned.
4. Removal of all admission conditions.
 5. Attendance at all official graduation exercises.
- Requirements subject to change.

First Year

<i>Term I</i>		Semester Hours
ENC1101	Composition	3
ORH1003	Horticultural Biology	3
ORH1003L	Horticultural Biology Lab	1
ENY1007	Entomology	3
ORH1510	Landscape Plant Identification I	4
	Physical Education Activity	1
	Total Semester Hours	15

<i>Term II</i>		Semester Hours
*HOS1031	Horticultural Practices	3
SOS1102	Soils and Fertilizers	3
*ORH1511	Landscape Plant Identification II ..	4
	General Education Elective (areas 2-5)	3
	Dept Elective	3
	Physical Education Activity	1
	Total Semester Hours	17

<i>Term IIIA</i>		Semester Hours
	General Education Elective (areas 2-5)	3
ORH2896	Field Service	3
	Total Semester Hours	6

Second Year

<i>Term I</i>		Semester Hours
MAR1101	Salesmanship	3
*ORH2820	Horticultural Practices II	3
*ORH2829	Introduction to Landscape Design ..	2
*ORH2512	Adv Landscape Plant Identification ..	3
PMA2003	Plant Pest Control	4
	Total Semester Hours	15

<i>Term II</i>		Semester Hours
MAT1033	Intermediate Algebra or Higher	3
	Dept Approved Elective	3
ORH2862	Landscape and Turf Business Administration	3
*ORH2897	Advanced Field Service	3
	General Education Elective (areas 2-5)	3
	Total Semester Hours	15
	Total Program Semester Hours	68

* Requires a pre- or co-requisite. See course description in catalog.

LANDSCAPE TECHNOLOGY SEMINARS & SHORT COURSES

Throughout the year, seminars and short courses oriented toward the industry are offered in turfgrass management, weed control, diagnosing plant problems, home landscape design, plant identification, and other subjects.

PEST CONTROL TECHNOLOGY

The tremendous increase in population is creating a pressing demand on the services offered by structural and landscape pest control companies. The opportunities are endless for technicians trained in the control of insects, diseases, nematodes, and weeds that cause a threat to environmental health and economic well being.

This two-year program combines studies in general education, pest control technology, and business administration at the College with occupational experience under certified and licensed pest control operators. The Associate of Science graduates of this program will have the basic knowledge and practical skills necessary for rapid advancement in the industry. Emphasis is placed on the control of general household pests, termites, and other wood-destroying organisms, public health pests, and pests of landscape plants and turf.

Many of the major courses are offered in the evening for industry members who wish to continue their education and advance in their field. Upon completion of graduation requirements, students will receive an Associate of Science degree in Pest Control Technology and will be eligible to take the Florida State Division of Health Examination in Pest Control categories.

Requirements for the Associate of Science degree in Pest Control Technology:

1. Completion of 70 hours of credit and a grade point average of 2.0 or better.
2. Completion of a minimum of 24 semester hours at Broward Community College, including the last 12 semester hours.
3. Applying formally for the degree to the Registrar during the term in which 45 semester hours are earned.
4. Removal of all admission conditions.
5. Attendance at all official graduation exercises.

First Year

<i>Term I</i>		Semester Hours
*ENC1101	Composition	3
MTB1103	Business Mathematics	3
ORH1003	Horticultural Biology	3
ENY1007	Economic Entomology	3
	General Education Elective (areas 2-5)	3
	Physical Education Activity	1
	Total Semester Hours	16

<i>Term II</i>		Semester Hours
	General Education Elective (areas 2-5)	3
ACG1003	Accounting Survey I	3
ORH2220	Turf Grass Management	3
ENY1220	Pesticides	3
ENY1102	Insect Identification	3
	Physical Education Activity	1
	Total Semester Hours	16

<i>Term IIIA</i>		Semester Hours
ENY2940	Field Service I	3
#PLS2600	Weed Identification	3
	Total Semester Hours	6

Second Year

Term I		Semester Hours
MAT1033	Intermediate Algebra or higher	3
PSY2012	General Psychology	3
ENY2224	Household Pests and Control	4
PMA2003	Plant Pest Control	4
PMA2932	Seminar	<u>2</u>
	Total Semester Hours	16

Term II		
MAR1101	Salesmanship	3
	Elective	3
ENY2227	Wood Destroying Pests and Control	4
ENY2011	Pest Control Business Administration	3
ENY2943	Field Service II	<u>3</u>
	Total Semester Hours	16
	Total Program Semester Hours	70

* Requires a pre- or co-requisite. See course description in catalog.

ORH2220 may be taken Term III instead of PLS2600.

ELECTRONIC ENGINEERING TECHNOLOGY (1)

(Associate of Science)

The electronics engineering technology program prepares persons to work as engineering assistants, field service personnel technicians, and as research assistants. This degree will transfer to those upper level institutions offering BET and BSET degrees. Courses should be taken in the sequence and term suggested unless approved by the Department Chairman. Students enrolled in the Cooperative Work Experience Program should enroll in EGN2949, Co-op Work Experience during their work term.

First Year

Term I		Semester Hours
EE1015C	DC Circuits	5
ETE1600C	Digital Techniques	5
ENC1101	Composition I	3
(2)MTB1321	Technical Mathematics I	3
	Physical Education Activity	<u>1</u>
	Total Semester Hours	17

Term II		
*ETE1002C	AC Circuits	5
*EET1105C	Linear Techniques I	5
*ENC2210	Technical Report Writing	3
(2)*MTB1322	Technical Mathematics II	3
	Physical Education Activity	<u>1</u>
	Total Semester Hours	17

Term IIIA		
*CET1123C	Microprocessors I	4
COP1170	Prog in Basic	<u>3</u>
	Total Semester Hours	7

Second Year

Term I		Semester Hours
*PHY2053	General Physics I	3
*PHY2053L	General Physics Lab	1
*EET2120C	Linear Techniques II	4
*EET2123C	Circuit Analysis	4
*ECM2104	Calculus for Electronics	<u>4</u>
	Total Semester Hours	16

Term II		
*ETE2400C	Electronic Communications	4
*PHY2054	General Physics II	3
*PHY2054L	General Physics Lab	1
*CET2131C	Microprocessors II	5
	General Education Elective (areas 2-5)	<u>3</u>
	Total Semester Hours	16
	Total Program Semester Hours	73

* Requires a pre- or co-requisite. See course description in catalog.

(1) Courses should be taken in sequence and term suggested unless approved by The Department Head.

(2) Students planning to pursue BSET or BET Degrees are advised to replace Technical Mathematics with university parallel math courses MAC1132 and MAC1133.

DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

DAA, HES, LEI, PEL, PEM, PEN, PEO, PEP, PEQ, PET.

The Department of Health, Physical Education, Recreation, and Dance offers 1- semester-hour activity courses in the areas of aquatics, dance, team sports, individual sports, physical fitness and a 2-semester-hour activity course in Health/Fitness. Students are encouraged to enroll in at least one fitness course. Non-swimmers are encouraged to enroll in a beginning swimming course.

All A.S. degree programs required at least two credit hours of HPRD activity classes and all A.A. degree programs require 4 credit hours of HPRD activity classes. No exemptions shall be permitted from A.S. or A.A. degree HPRD requirements because of age, veteran status or medical reasons. (Note Students with medical restrictions or physical limitations may, with a or physician's approval participate in any HPRD activity class on a modified basis or participate in any HPRD class specifically designated for the medically restricted with permission of the HPRD Department Chair. Students with a total activity restriction may enroll in designated HPRD lecture classes with medical verification which is approved by the HPRD Department Chair.)

The following Health, Physical Education, Recreation, and Dance courses do not satisfy the required four credit hours of activity:

DAA1376, DAA2840, DAA2841, DAA2842, HES1400, HES2000, LEI1000, LEI1310, LEI1700, LEI1800, PEO1002, PEQ1341, PEO2321, PEP2201, PEQ1101, PEQ1003, PEQ2115, PEQ2231, PET1010.

Students cannot receive credit for a beginning course after they have gained credit in the intermediate sequence of a particular sport. For example, a student cannot get credit for Beginning Tennis after taking Intermediate Tennis. Nor can a student take a beginning and an intermediate sequence of the same sport concurrently.

Apparel that meets the approval of the Physical Education Department must be worn by the students.

Students should be aware that participation in physical activity carries a degree of risk. Therefore, students are expected to follow instructions and safety precautions given by the HPRD instructor. Also students must inform the instructor of any existing medical problems. (Note The College does not carry insurance to cover accidents which occur during college classes.)

The student is advised to carry his/her own insurance. A program of studies leading to a major in the areas of Health, Physical Education, Recreation and, Dance at a senior institution is available. This information may be obtained from the counseling-advisement office or the HPRD Department. Students are advised to acquaint themselves with the course requirements at the institution to which they plan to transfer and select courses accordingly.

Suggested program sheets are available in Health Physical Education, Recreation, and Dance.



DEPARTMENT OF FINE ARTS

Art ARE, ARH, ART, GRA, INO
Theatre DAA, THE, TPA, TPP
Music MUE, MUH, MUL, MUN, MUO, MUR, MUT, MVB,
MVK, MVO, MVP, MVS, MVV, MVW

The Department of Fine Arts offers students an opportunity to investigate and acquaint themselves with the visual arts, theatre, and music. Students may select courses which increase their understanding and appreciation of the arts as part of their general cultural knowledge and heritage, or they may follow a program of studies in one area leading to a major at a senior institution.

Suggested program sheets are available in Art, Theatre, Music and Music Education.

ART

The Art curriculum offers the student those basic courses which will meet the Associates of Arts Degree requirements leading to a major or minor in Art. Students who plan intensive study in Art should confer, well in advance of initial registration, with an advisor in order to plan a program of study which best fits the individual's needs, interests, and abilities. Lower division requirements at the senior institutions vary considerably. It is strongly recommended that students who intend to major or minor in Art Education consult the programs offered at the senior institution to which they intend to transfer. Courses are also offered in Art which meet the needs of adults in art appreciation and in various open studio courses.

Students are encouraged to take 2D and 3D design courses before attempting 2000 level studio subjects. Art majors should take the basic 1000 level courses in their freshman year. Art majors should take the Art Histories ARH2050 and ARH2051.

All the courses listed in the catalog are not necessarily taught during the academic year — limitations of studio space, instructor availability and an insufficient number of students for particular courses make this so. Students concerned with a particular advanced class should check the schedule for the current academic year or ask the Department Chairman about course offerings before including the advanced course in their schedules.

Materials costs for studio courses will vary. Also, some courses require a special student fee (SEE STUDENT FEES) In Art courses, the right is reserved to keep permanently the students works.

COMMERCIAL ART (Associate of Science)

Term I		Semester Hours
ART1201C	2D Design	3
ART1300C	Drawing I	3
GRA1543C	Commercial Design I	4
*ENC1101	Composition	3
*MAT1033	Intermediate Algebra or higher	3
	Physical Education Activity	<u>1</u>
	Total Semester Hours	17

Term II		
*ART1330C	Life Drawing	3
ART1202C	3D Design	3
*GRA1544C	Commercial Design II	4
*ENC2210	Technical Report Writing	3

INP1301	Human Relations in Business and Industry	3
	Physical Education Activity	<u>1</u>
	Total Semester Hours	17

Term IIIA or IIIB		
#	Elective	<u>3</u>
	Total Semester Hours	3

Second Year

Term I		Semester Hours
*GRA2545C	Commercial Design III	4
MAR1011	Principles of Marketing	3
*ART2600C	Photography for the Fine Arts	3
ARH2000	Art Appreciation	3
	Elective	<u>3</u>
	Total Semester Hours	16

Term II		
*GRA2546C	Commercial Design IV	4
MAR1302	Advertising	3
ARH2051	Art History II	3
#	Elective	<u>3</u>
	Total Semester Hours	13
	Total Program Semester Hours	66

* Requires a pre- or co-requisite. See course description in catalog.

Recommended Electives for Commercial Art:

ART2205C	Color and Composition
ART2520C	Painting
ART2401C	Beginning Printmaking
ART2650C	Video Art
ART1480	Computer Art

DRAMA

The Theatre Department curriculum offers courses which are basic to further work in either educational or professional theatre. Programs in performance, design, and theatre technology meet the requirements leading to a major or minor in theatre. In some instances the theatre program has provided an opportunity for employment in the theatrical community upon completion of the Associate of Arts degree.

Practice in the art of theatre is provided through performance courses*. The major productions of the department include: drama, comedy, musicals, dance ensemble, and children's theatre. Members of the community are encouraged to participate in all theatrical activities.

Theatre students are required to take the following seven courses in their first year of study before continuing to other theatre elective courses:

TPP2130	Acting I
MVV1111	Voice Class (for Theatre students only)
DAA2840	Ballet Movement for the Stage
TPP2530	Fencing for the Stage
TPA2200	Stagecraft
THE2375	Contemporary Drama
THE2002	Theatre in Western Culture

Prior to registration students who plan theatre study should contact a member of the Theatre Department faculty

for advisement.

Attendance at departmental auditions, required of all theatre majors, will result in the assignment of a performance or production responsibility. For this reason, no theatre student should take more than 14 hours each semester.

* A performance course involves a final production performance which earns the student actor, director, designer or technician a grade based upon demonstrated improvement.

MUSIC

The music curriculum offers two specialized Associate of Arts degrees which represent the first two years of work leading to a degree in music or music education at a senior institution. Courses are also offered to meet the needs of students in music humanities and in choral and instrumental music. Program sheets for pre-music education and pre-music are available in the counseling and advisement offices.

MUSIC

Before registering in the music curriculum, students must demonstrate the ability to sing or play an accepted musical instrument. This degree is highly specialized, and students are expected to have already acquired certain skills in order to qualify for this program. Music majors are required to participate in at least one performing organization each term.

MUSIC EDUCATION

Music education majors are required to take three techniques classes to be chosen from MUE1440, MUE1450, MUE1460, and MUE1470. It is advisable that instrumental music education majors study three instruments outside their own principle areas. Vocal majors may choose any three. Music education majors are required to participate in at least one performing organization each term.

MUSICAL ACTIVITIES

The following music activities are open to all students of the College, either for credit or audit with the instructors approval.

CHORAL/VOCAL ORGANIZATIONS

MUN1310	College Singers
MUN1310	Gold Coast Opera Chorus
MUN1310	Concert Choir
MUN1460	Vocal Ensemble
MUO1501	Opera Workshop

INSTRUMENTAL ORGANIZATIONS

MUN1460	Chamber Ensemble
MUN1710	Jazz Ensemble
MUN1710	Neophonic Jazz Ensemble
MUN1100	Symphonic Band
MUN1280	Broward Symphony Orchestra
MUN1280	Broward Community College Youth Symphony
MUN1280	Broward Community College Symphonette

MUSIC ACTIVITIES

MUN1310 Choral Ensembles	1
Concert Choir	
College Singers	
Gold Coast Opera Chorus	
These ensembles, which are offered Terms I and II, are open to all college students by audition. The groups rehearse 3 hours each week. These courses may be taken four times for transfer credit.	
MUN1460 Chamber Ensembles	1
Chamber Ensemble	
Vocal Ensemble	
These ensembles, which are offered in Terms I and II, are small groups whose members are selected by the director through audition. Activities include study and performance of repertoire appropriate to the specific chamber media. The groups rehearse 3 hours each week. These courses may be taken four times for transfer credit.	
MUO1501 Opera Workshop	1
This course, which is offered Terms I and II, is open to all college students by audition. It involves the study and performance of opera literature. The course may be taken four times for transfer credit.	
MUN1710 Jazz Organizations	1
Jazz Ensemble	
Neophonic Jazz Ensemble	
Enrollment in these courses is determined by the director through audition. Activities include the study and performance of music associated with the popular-music and show presentation fields. This course is offered in Terms I and II and may be taken four times for transfer credit.	
MUN1100 Band	1
Symphonic Band	
This band is open to all college students, faculty, and members of the community who play band instruments. The band rehearses 3 hours each week. Chairs are assigned by conductor through audition. This course which is offered in Terms I and II may be taken four times for transfer credit.	
MUN1280 Orchestra	1
Broward Symphony Orchestra	
Broward Community College Youth Symphony	
Broward Community College Symphonette	
These orchestras are open to students, faculty, and members of the community who play an orchestral instrument. Chairs are assigned by the conductor through auditions. These courses, which are offered in Terms I and II, may be taken four times for transfer credit.	

**APPLIED MUSIC

Instrument	Secondary		Principal		Major	
	I	II	I	II	I	II
Trumpet	MVB1211,	2221	1311,	2321	1411,	2421
French Horn	MVB1212,	2222	1312,	2322	1412,	2422
Trombone	MVB1213,	2223	1313,	2323	1413,	2423
Baritone Horn	MVB1214,	2224	1314,	2324	1414,	2424
Tuba	MVB1215,	2225	1315,	2325	1415,	2425
Piano	MVK1211,	2221	1311,	2321	1411,	2421
Organ	MVK1213,	2223	1313,	2323	1413,	2423
Jazz Piano	MVK	2224	2324	2424		
Accordion	MVO1211,	2221	1311,	2321	1411,	2421
Percussion	MVP1211,	2221	1311,	2321	1411,	2421
Violin	MVS1211,	2221	1311,	2321	1411,	2421
Viola	MVS1212,	2222	1312,	2322	1412,	2422
Cello	MVS1213,	2223	1313,	2323	1413,	2423
String Bass	MVS1214,	2224	1314,	2324	1414,	2424
Harp	MVS1215,	2225	1315,	2325	1415,	2425
Guitar	MVS1216,	2226	1316,	2326	1416,	2426

Electric Bass	MVS	2227	2327	2427		
Jazz Guitar	MVS	2228	2328	2428		
Voice	MVV1211,	2221	1311,	2321	1411,	2421
Flute	MVW1211,	2221	1311,	2321	1411,	2421
Oboe	MVW1212,	2222	1312,	2322	1412,	2422
Clarinet	MVW1213,	2223	1313,	2323	1413,	2423
Bassoon	MVW1214,	2224	1314,	2324	1414,	2424
Saxophone	MVW1215,	2225	1315,	2325	1415,	2425

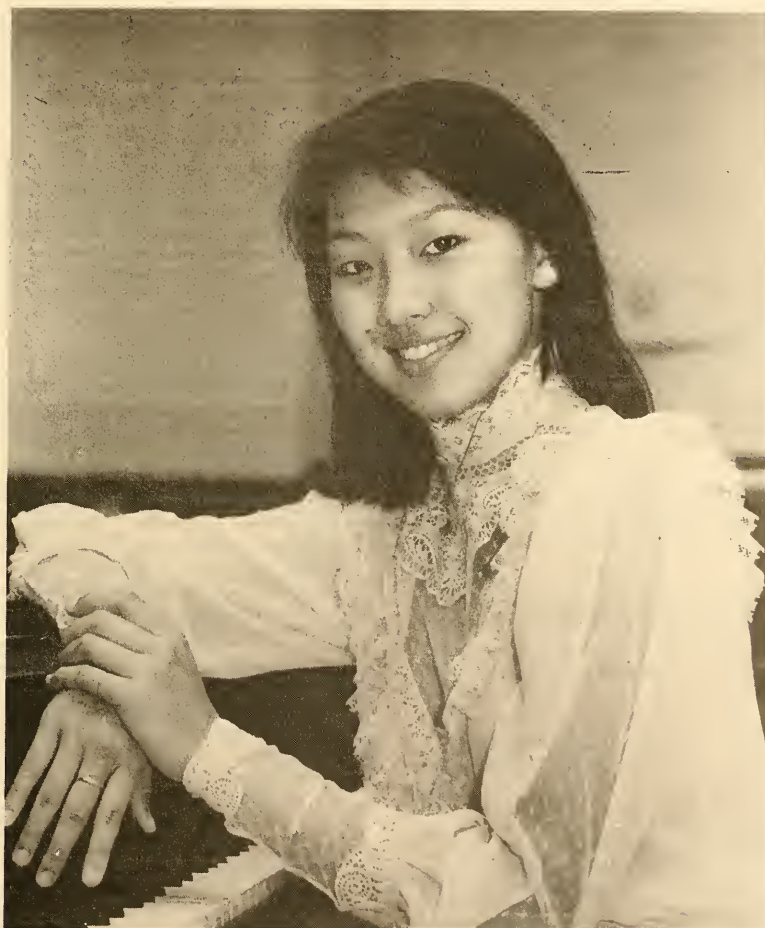
Secondary: One half-hour lesson weekly and one hour practice daily Terms I, II, III 1 semester hour credit.

Principal: One hour lesson weekly and two hours practice daily. Terms I, II 2 semester hours credit.

Major: One hour lesson weekly and three hours practice daily. Terms I, II 2 semester hours credit.

* Accordion may not transfer as a secondary, principal or major applied performing instrument.

** Special Fee charged, see STUDENT FEES.



DIVISION OF MATHEMATICS AND SCIENCE

Department of Mathematics

Mathematics MAC, MAP, MAS, MAT, MGF, MTB
Statistics STA

Department of Science

Astronomy AST
Biology APB, BOT, PCB, ZOO
Chemistry CHM
Geology GLY
Physical Science PSC
Physics PHY

The Division of Mathematics and Science offers students an opportunity to study the mathematical and scientific concepts necessary for general education requirements, as well as to study further in the areas of engineering, mathematics, science, and related fields.

Suggested program sheets are available in Biology, Chemistry, Forestry, Geology, Optometry, Pharmacy, Medicine, Dentistry, Veterinary Medicine, Chiropractic, Astronomy, Mathematics, Physics and Agricultural Science.

MATHEMATICS

The Mathematics Curriculum has course offerings covering a variety of needs and meets pre-requisites for physics, engineering and business. Entering students will be assigned to the mathematics course best suited to their needs and abilities on the basis of high school records, placement test scores, and stated goals.

Option I: NON-MAJORS

MAT0002 and MAT1013 are basic studies courses designed to correct deficiencies in students' high school backgrounds. Neither MAT0002 nor MAT1013 will count toward General Education Mathematics requirements for graduation. MGF1202 (or MGF1204, MGF1205, and MGF1206) is a general education course recommended for most students.

Option II: MAJORS

For students majoring in mathematics or science and for other students needing 9 or more semester hours of mathematics, the following sequence of courses is available: MAT1033, MAC1132, MAC1133, MAC2311 (or MAC2301 and MAC2302), MAC2312 (or MAC2303 and MAC2304), MAP2302, MAS2103. MAS2103 may be taken following MAC1132. MTB1304 is a non-sequential service course which may be taken concurrently with any other mathematics course. MTB1320, MTB1321, and MTB1322 are designed to meet the needs of students in technical and specialized programs.

STA2013 may be used to satisfy 3 of the 6 semester hours of required mathematics, provided that MGF1202 is excluded from the 6 hours.

Associate of Arts students are required to take the BCC-CLAST, an internal College Level Academic Skills Test, in Mathematics prior to their term of graduation.

SCIENCE

Biological Science

The biology offerings provide students with a variety of options, while contributing courses to the numerous programs of the College. Students, depending upon background and academic or professional goals, may

enter these courses by exercising one of two options.

Option I: NON-MAJORS

APB1150, APB1150L. These introductory courses are recommended to the General Education student and those students planning to take only one term of biology. APB1150L should be taken by students planning to transfer to schools that require a laboratory science.

Option II: MAJORS

APB1150, APB1150L, BOT1010, BOT1010L, ZOO1013, ZOO1013L. Biology majors should start their sequence with this option. These courses should be planned with a biology programs advisor.

Biology Honors Program

This course, designed primarily for non-science majors, is offered at least once during each academic year. Only students who have qualified under the Colleges Honors Program may enroll in this course.

APB1150 HON Modern Principles of Biology 3 Semester Credits

Content is explained in the individual course listings.

Physical Science

The Physical Sciences offer courses in Astronomy, Chemistry, Geology, Physics, and Physical Science. Course offerings satisfy a variety of needs. Courses for science and engineering majors, as well as for majors in related fields are provided. In addition, courses are provided that meet the general education requirements of non-science majors and the specialized needs of technical students.

Option I: NON-MAJORS

AST1005, AST1006, GLY1010, GLY1010L, PSC1121, PSC1191L, PHY1002, PHY1002L. These are basic studies courses designed to meet the general education requirements of most students. In addition, courses listed under Option II also meet general education requirements.

Option II: MAJORS

CHM1040, CHM1041, CHM1045, CHM1045L, CHM1046, CHM1046L, CHM2210, CHM2210L, CHM2211, CHM2211L, PHY2048, PHY2048L, PHY2049, PHY2049L, PHY2053, PHY2053L, PHY2054, PHY2054L. These are courses designed for science and engineering majors and majors in related fields.

Note: Students beginning sequence courses such as CHM1040, CHM1041, CHM1045, CHM1046, CHM2210, CHM2211; and PHY2048, PHY2049, PHY2053, PHY2054 should plan to complete the sequence in this college.

DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

Anthropology ANT
Education CHD, EDF, EEC, EME
Geography GEA, GEO
History AMH, EUH, HIS, LAH, REL, WOH
Honors IDS
Political Science CPO, INR, POS, PSC
Psychology CLP, DEP, INP, PSY, SOP
Sociology SYG
Special Services ENC, ISC, MAT, REA, SPC, STD

istration, Social Service, Psychology, Counseling, Education, Urban Planning, Demography, Law Enforcement, Corrections, Institutional Research and Cartography.

PRE-SCHOOL AND DAY CARE CENTER (Certificate)

Mission

The Department of Social and Behavioral Science represents a substantial portion of the arts and science curriculum that provides the fulfillment of general education requirements under areas 3 and 5 of the University Parallel Program. The Departments offerings also support the technical and certificate programs. In addition, the Department offers a special program in Education, which is a A.S. Degree certificate program for teachers of private nursery schools and kindergartens.

Departmental Structure

Two areas constitute the Department. They are the Area of History and Political Science, which provides instruction in history, political science and geography; and the Area of Behavioral Science, which provides instruction in psychology, sociology, anthropology, and education.

The Department Objectives

A broad range of courses are offered under the auspices of the Social and Behavioral Science Department. The objectives of these courses and their modes of delivery are far reaching and varied. These objectives focus on acquainting students with man's culture, heritage, environment, social matrix, political institutions, behavioral patterns and lawful modes of psychological response. The methods of inquiry demonstrated in the Division's program of instruction range from the historical to the experimental scientific research mode.

Methods of Instruction

Courses are offered in the traditional classroom and laboratory setting. But in addition, active participation in outreach brings social science courses to business centers and high schools in the community. A number of the Department's offerings can be taken through the Open College program which provides instruction through television, newspapers, and programmed self-instruction. Field schools in anthropology, history, sociology and overseas study in the same areas are regular parts of the Division's curricular offerings. The Department operates an active archaeological site in Western Broward County.

Suggested program sheets are available in Elementary Education, History, Political Science, Psychology, Secondary Education, Social Welfare, and Sociology.

Careers highly dependent upon preparation in the Social and Behavioral Sciences include Law, Public Admin-

	Semester Hours
EEC1602	Child Development and Behavior
EEC1201	Preschool Education
EEC1311	Preschool Activities
EEC1312	Preschool Materials
ARH2000	Art Appreciation
MUL2011	Enjoyment of Music
HES1400	First Aid and Safety
HES2000	Personal Hygiene and Community Health
SPC1024	Introduction to Speech
ENC1101	Composition
	Total Certificate Hours
	30

History Honors Program

At least on of the following history courses is offered each year during Terms I and II. Only students who have qualified under the Colleges Honors Program may enroll in these courses.

AMH2010	HON History of the United States I
AMH2020	HON History of the United States II
EUH1000	HON Western Civilization I
EUH1001	HON Western Civilization II

Behavioral Science

Each of the following courses is offered once during each academic year as indicated. Only students who have qualified under the College's Honors Program may enroll in these courses.

IDS2190	HON Ascent of Man	3
	Term I only. May be taken in lieu of ANT2000 in Honors Class for behavioral science credit.	
PSY2012	HON General Psychology	3
	Term II only.	

Special Services

The Special Services program is designed to assist non-traditional students in fulfilling their educational objectives. Significant support services offered are assessment, individualized programmed learning center experiences, tutoring, financial aid information, work-study job placement, and referrals for educational and career planning. Additional information relative to specifics can be obtained from the Program Director.

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

The Course numbers appearing in the catalog are part of a Statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, students who have taken SYG000 at a community college cannot be required to repeat SYG000 at the school to which they transfer. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements.

General Rule for Courses Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 post-secondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG000.

FIRST DIGIT

The first digit of the course number is assigned to the institution, generally to indicate the year it is offered — i.e. 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SYG1000; a school offering the same course in the sophomore year will number it SYG2000. The variance in first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

TITLES

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology", "General Sociology", and "Principles of Sociology". The title does not affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

LABORATORY INDICATORS

Some courses will carry an alpha suffix indicating a laboratory. The alpha suffixes "L" and "C" are used as follows to indicate laboratories:

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/place.

Examples:

General Biology APB1150 (lecture only)
APB1105L (lab only)

General Biology APB1150C (lecture and lab combined)

Therefore, APB1150C would be equivalent to APB1150 with APB1150L.

EQUIVALENCY OF SEQUENCES

In certain cases sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences (For example MAC132, 133, 134). In these cases the subject matter topics may not be taught in the same sequence, course by course in several institutions. However, upon completion of the full sequence at any of the several institutions students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

EXPLANATION OF PREFIXES AND NUMBERS

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accomplish its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH African History, AMH American History, ASH Asian History, EUH European History, HIS History - General, LAH Latin American History, and WOH World History. All history courses in the State will carry one of these prefixes.

A more specific example is AMH3421 — Early Florida History

AMH	Broad area of American History; part of the discipline of History
3	Junior level offering (at this particular institution)
4	In Taxonomy for AMH 400 series indicates "Areas in American History"
2	In Taxonomy for AMH this digit indicates courses in "History of Florida"
1	Last digit in this case refers to group of equated courses dealing with "Early History of Florida"

Local titles are used for each particular course. The last three numbers are used to indicate equivalency.

The number of prefixes is a function of the extent of the subclassification of the given subject matter area.

When this work began there were 920 alpha prefixes in existence. With the new system there are now 370. As in most states, no uniformity existed in Florida's prefixes as indicated by the following example:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	28	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true that students majoring at one of the 38 participating institutions may have had only one alpha prefix for major courses (e.g. HY - History) and now have several, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings and equivalent and unique courses has been made available to each academic department of every institution in the State. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

EXCEPTIONS TO THE RULE FOR EQUIVALENCIES

The following are exceptions to the general rule for course equivalencies:

1. All graduate-level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
2. All numbers which have a second digit of 9 (e.g. ART2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with 900 numbers must be evaluated individually and are not automatically transferable.
3. All internships, practicums, clinical experiences, and study abroad courses, whatever numbers they carry, are not automatically transferable.
4. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

COURSE DESCRIPTIONS

Course Prefixes Listed Alphabetically by Department

The following is an alphabetical cross-listing of departments and/or programs under which courses are offered, and the current Broward Community College prefix used in those areas of study. Prefixes are listed alphabetically in the following section.

Department

Prefixes

Accounting ACG APA BAN HFT TAX
Automotive Technology AER
Aviation Technology ATF ATT ATM AVM ASC
AER
Anthropology ANT
Arabic ARA
Architectural Technology ARC
Art ARE ARH ART IND GRA
Astronomy AST
Banking BAN
Biology APB BOT PCB ZOO
Building Construction and Civil Engineering BCN
ETE ETE ETG EVS
Business Law BUL
Chemistry CHM
Chinese CHI
Communications for Second
Language Students ESL
Computer Sciences CAP CDA CIS COC COP CRM
Continuing Education for Nurses NSP
Cooperative Education SLS
Criminal Justice CCJ CJT
Dental Assisting Technology DEA DES
Diagnostic Ultrasound SON
Dietetic Technician DIE FOS FSS HCA HFT
Economics ECO ECS
Education EDF EEC EME
Electrical Engineering Technology ETE
Electronic Technology CDA ETD ETE
Emergency Medical Services EMS
Engineering Technology EGN
English AML CRW ENC ENL LIT
Fashion Merchandising MKA
Finance FIN
Fire Science FFP
French FRE FRW
Geography GEA GEO
Geology GLY
General Business GEB
German GER GEW
Health Physical Education Recreation and Dance . . .
. . . DAA HES LEI PEL PEM PEN PEO PEP PEQ PET
Hebrew HBR HEB
History AMH EUH HIS LAH REL WOH
Home Furnishings MAR MKA
Honors Program IDS
Hotel-Restaurant-Institution Administration FOS
FSS HFT
Insurance ACG ECO FIN MAN RMI
Italian ITA
Japanese JPN
Journalism ADV JOUT MMC
Landscape Technology FRC HOS ORH PLS PMA
SOS
Management MAN GEB
Marketing Management CTE MAR MKA
Mathematics MAC MAP MAS MAT MGF MTB

Medical Assisting Technology MEA
Medical Laboratory Technology MLS
Military Science MIS
Modern Languages ARA CHI FRE FRW GER GEW
HBR ITA JPN POR RUS SPN SPW
Music MUE MUH MUL MUN MUO MUR MUT
MVB MVK MVO MVS MVV MVW
Nursing NUR NSP
Nutrition DIE HUN
Office Careers Information Systems..ACG APA LEA
MAN MTB REE SES TAX
Pest Control Technology ENY PMA
Pharmacology APB
Philosophy PHI
Physical Science PSC
Physical Therapy Assistant Technology.PHT
Physics PHY
Political Science CPO INR POS
Pollution Prevention and Control Technology EVS
Portuguese POR
Psychology CLP DEP HUS INP PSY SOP
Public Administration FIN MAN
Purchasing MAR
Radiation Therapy Technology RAT
Radiologic Technology RTE
Reading REA
Real Estate REE MAN
Religion HEB REL
Respiratory Therapy APB RET
Russian RUS
Sociology SOC SYG
Spanish SPN SPW
Special Services ENC ISC MAT REA SPC STD
Speech LIN ORI RTV SPA SPC
Statistics STA
Theatre THE TPA TPP
Tourism Industries Administration Program HFT
Traffic Management TRA

Course Prefixes By Subject Area

The Following is an alphabetical listing of Broward Community College's current course prefixes with the area of study under which they may be found. Departments are listed alphabetically in the previous section.

Area of Study

ACG Accounting, Office Careers and Informations
Systems
ADV Journalism
AER Aviation Technology
AMH History
AML English
ANT Anthropology
APA Accounting, Insurance, Office Careers and Infor-
mation Systems
APB Biology, Pharmacology, Respiratory Therapy
ARA Modern Languages
ARC Architectural Technology
ARE Art
ARH Art
ART Art
ARV Art
ASC Aviation Technology
ATM Aviation Technology
ATT Aviation Technology

ANT	Anthropology	HOE	Home Economics
AVM	Aviation Technology	HOS	Landscape Technology
BAN	Banking	HUN	Nutrition
BCN	Building Construction and Civil Engineering	HUS	Psychology
BOT	Biology	IDS	Honors Program
BUL	Business Law	IND	Interior Design
CAP	Computer Sciences	INP	Psychology
CCJ	Criminal Justice	INR	Political Science
CDA	Computer Sciences, Electronics Technology	ISC	Interdisciplinary Science
CHI	Modern Languages	ITA	Modern Languages
CHM	Chemistry	JOU	Journalism
CIS	Computer Sciences	LAH	History
CJT	Criminal Justice	LEA	Office Careers and Information Systems
CLP	Psychology	LEI	Health, Physical Education, Recreation and Dance
COC	Computer Sciences	LIN	Speech
COC	Computer Sciences	LIT	English, Religion
CRM	Computer Sciences	MAC	Mathematics
CRW	English	MAF	Sociology
CTE	Marketing	MAN	Management
DAA	Health, Physical Education, Recreation and Dance	MAP	Mathematics
DEA	Dental Assisting Technology	MAR	Marketing Management, Advertising, Purchasing, Home Furnishing
DEP	Psychology	MAS	Mathematics
DES	Dental Assisting Technology	MAT	Mathematics
DIE	Dietetic Technology	MEA	Medical Assisting Technology
ECO	Economics, Insurance, Banking	MGF	Mathematics
ECS	Economics, International Business	MIS	Military Science
EDF	Education	MKA	Marketing Management, Fashion Merchandising, Home Furnishings, Purchasing
EEC	Education	MLS	Medical Laboratory Technology
EGN	Engineering	MMC	Journalism
EME	Education	MNA	International Business
EMS	Emergency Medical Services	MNA	Management
EMS	Nursing	MTB	Office Careers and Information Systems, Mathematics
ENC	English Composition	MTH	Mathematics
ENC	Special Services	MUE	Music
ENL	English	MUH	Music
ENY	Pest Control	MUL	Music
ESL	English As A Second Language	MUN	Music
ETC	Building Construction and Civil Engineering	MUO	Music
ETD	Air Conditioning and Refrigeration, Building Con- struction and Civil Engineering	MUR	Music
ETE	Building Construction and Civil Engineering, Electrical Engineering, Electronic Technology	MUS	Music
ETG	Building Construction and Civil Engineering	MUT	Music
ETM	Air Conditioning Technology	MVB	Music
EUH	History	MUK	Music
EVS	Pollution Prevention and Control Technology	MVO	Music
FFP	Fire Science	MVP	Music
FIN	Finance, Insurance, International Business, Public Administration	MVS	Music
FOS	Hotel-Restaurant-Institution Administration	MVV	Music
FRC	Landscape Technology	MVW	Music
FRE	Modern Languages	NUR	Nursing
FRW	Modern Languages	NSP	Nursing
FSS	Tourism, Dietetic Technology	ORH	Landscape Technology
GEA	Geography	ORI	Speech, Theatre
GER	Modern Languages	PCB	Biology
GEW	Modern Languages	PCO	Psychology
GLY	Geology	PEL	Health, Physical Education, Recreation and Dance
GRA	Graphics	PEM	Health, Physical Education, Recreation and Dance
HBR	Modern Languages	PEN	Health, Physical Education, Recreation and Dance
HCA	Dietetic Technology	PEO	Health, Physical Education, Recreation and Dance
HEB	Religion	PEP	Health, Physical Education, Recreation and Dance
HES	Health, Physical Education, Recreation and Dance	PEQ	Health, Physical Education, Recreation and Dance
HFT	Accounting, Engineering, Dietetic Technology, Ho- tel-Restaurant-Institution Administration, Tourism Industries Administration	PET	Health, Physical Education, Recreation and Dance
HIS	History	PHI	Philosophy
HLP	Cooperative Education	PHS	Physics
		PHT	Physical Therapy Assistant
		PHY	Physics

PLS Landscape Technology
 PMA Landscape Technology, Pest Control Technology
 POR Modern Languages
 POS Political Science
 PSC Physical Science
 PSY Psychology
 RAT Radiation Technology
 REA Reading
 REE Real Estate, Office Careers and Information Systems
 REL Religion, History
 RET Nursing, Respiratory Therapy Technology, Radiologic Technology
 RMI Insurance
 RTE Radiation Therapy Technology, Ultrasound
 RTV Speech
 RUS Modern Languages
 SES Office Careers and Information Systems, Cooperative Education
 SOC Sociology
 SON Ultrasound
 SOP Psychology
 SOS Landscape Technology
 SOW Social Work
 SPA Speech
 SPC Speech
 SPN Modern Languages
 PSW Modern Languages
 SSI Cooperative Education
 STA Statistics
 STD Career Planning Workshop
 SUR Landscape Technology
 SYG Sociology
 TAX Accounting, Office Careers and Information Systems
 THE Theatre
 TPA Theatre
 TPP Theatre
 TRA Traffic Management
 WOH History
 ZOO Biology

Course Descriptions

ACCOUNTING COURSES

- ACG 1003 Accounting Survey I** 3 semester hours
Suggested prerequisite: MTB 1103. Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Attention is given to journalizing, posting, and preparing the trial balance and financial statements. Procedures for handling petty cash, bank deposits and withdrawals, payroll, business tax reports, and special journals are included. This course is primarily for the non-accounting major or for those who need additional background prior to taking ACC 2001. Supplementary review and practice in applying the accounting principles is available through usage of computer assisted instructional software. Some class sections of this course include problem applications on the microcomputer.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ACG 1004 Accounting Survey II** 3 semester hours
Prerequisite: ACG 1003, a continuation of ACG 1003 involving fiscal year procedures beyond the simple trial balance for sole proprietorships and partnerships, with an introduction to accounting procedures for small corporate organizations. Offered On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ACG 2001 Principles of Accounting I** 3 semester hours
Introductory study of the fundamental principles of recording financial data and reporting of financial activities as applied to individual proprietorships. (South Campus provides AVT Open Lab. Classes)
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ACG 2011 Principles of Accounting II** 3 semester hours
A continuation of ACG 2001 with emphasis on accounting for corporations, control, and decision making. Includes material on cost accounting, special reports, and statement analysis. Prerequisite: ACG 2001 with a grade of C or better. (South Campus provides AVT Open Lab. Classes).
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ACG 2100 Intermediate Accounting I** 3 semester hours
A systematic and in depth consideration of the financial statements and underlying records. Special attention is given to the elements composing working capital, cash, receivables, inventories, current liabilities, and investments in stock, bonds, and funds. Prerequisite: ACG 2011 with a grade of C or better. Offered in Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ACG 2110 Intermediate Accounting II** 3 semester hours
A continuation of ACG 2100 with an extensive coverage of non-current assets and liabilities, stockholders equity, and analytical processes. Topical presentation includes plant and equipment, intangibles, long term debt, paid in capital, retained earnings, funds and cash flow, statement analysis, and related subsidiary issues. Prerequisite: ACG 2100 and ACG 2011 with a grade of C or better. Offered On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ACG 2360 Cost Accounting** 3 semester hours
A study of the relationship of the cost accounting

to the control and decision making functions of management. A review and an overview of accounting for costs precede the detailed consideration of product costing. Costs are classified and analyzed in terms of materials, labor and overhead for both job order and process cost systems. Prerequisite: ACG 2011 with a grade of C or better or instructors approval. On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APA 1311 Accounting and Finance 3 semester hours

This course includes the study of both financial and managerial accounting, reviewing the accounting cycle, preparation and analysis of financial statements, and the major areas of managerial accounting to teach the student how to use accounting data in managerial decision making. It also includes the study of corporate and business finance, financial planning and control, investment decisions, sources of financing, financial leverage, debt management, and dividend policies. Approximately one third of this course will specifically relate to insurance accounting and finance including valuation of insurance company balance sheet items, revenues and expense, unearned premium and loss reserves, with an emphasis on financial analysis and maintaining solvency. (Preparation for CPCU Course 8). Offered On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 2210 Analyzing Financial Statements 3 semester hours

Basic considerations in statement analysis; details of financial statements; basic ratios; analysis of internal comparison; analysis by external comparison; consolidated statements; budgets and projections. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HFT 2430 Accounting for Travel Agents 3 semester hours

A study of the basic principles and practices of accounting for travel agencies with applications for managerial decisions. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

TAX 2000 Income Tax I 3 semester hours

Principles of federal income taxation applicable to individuals. The course is designed to acquire the basic knowledge necessary in the preparation of individual returns. Sample returns will be prepared. 3 cr. hrs./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

TAX 2010 Income Tax II 3 semester hours

A continuation of TAX 2000 with emphasis on income tax laws applicable to partnerships and corporations. A brief survey of estate and gift taxes will be undertaken. Sample returns will be prepared. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANTHROPOLOGY

ANT 2000 Introduction to Anthropology 3 semester hours

An introductory study of the evolution and cultural development of man, his customs, his social organization, and his institutions. Emphasis is placed upon the cultural aspects of anthropology, and the student is introduced to the major fields of study undertaken

by anthropologists. Meets area 3 or 5 AA degree general education requirements.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2100 Intro to Archaeology 3 semester hours

A study of humans past based upon archaeological evidence and the methods used to procure it. Prerequisite:

ANT 2000

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2211 Introduction to 3 semester hours

World Ethnology: Peoples of the World

A survey of cultures on differing levels of development, focusing upon subsistence, social organization religion, art, and culture change. Prerequisite: ANT 2000. Meets area 8 AA degree general education requirements. Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2320 Peoples and Culture 3 semester hours

Mexico

A survey of the people and cultures of Mexico from the time of earliest settlement to the present. Attention given to describing the pre-Columbian civilizations of the region and the impact of Spanish conquest on native life. This course is recommended for students who plan to take the Anthropology Field School in Mexico. This course will be routinely offered during 3 A for each school year. This course meets area 8 degree general education requirements.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2511 Introduction to 3 semester hours

Physical Anthropology

A study of the biological origins of man, focusing upon human evolution, race, primatology and population genetics.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2905 Independent 3 semester hours

Study Anthropology

A directed study course in behavioral sciences. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the Head of the Behavioral Sciences Department via an instructor with whom he wants to work. Prerequisite: To be ascertained by the instructor and Department Head.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2920 Anthropology 1 semester hour

Field School

A course designed for study on various topics in cultural and physical anthropology. Study would be limited to field and laboratory projects. Prerequisite: Permission of the instructor or when taken in conjunction with archaeology. Meets area 8 AA degree general education requirements.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

ANT 2921 Anthropology 2 semester hours

Field School

This lab course is designed to supplement various topics relative to physical and cultural anthropology as well as archaeology. Study is limited to field projects. Meets area 8 AA general education requirements.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

ANT 2922 Anthropology 3 semester hours

Field School

Meets area 8 AA degree general education requirements.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

ARABIC

ARA 1100 Beginning Arabic I 3 semester hours

Fundamentals of speaking and understanding modern arabic as spoken in Egypt and eastward. Taught by self instruction with tapes and with an arabic mentor. It is not taught by traditional methods (classroom and teacher). Student is expected to continue with ARA 1101. Two hours per week with the mentor are required.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

ARA 1101 Arabic II 3 semester hours

Continuation of ARA 1110. Further development of the basic skills. Selected readings. Prerequisite: ARA 1110 or its equivalent. Taught by self instruction with tapes and with an Arabic mentor, and not by traditional methods (classroom and teacher). Two hours per week session with mentor is required.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

ARA 2200 Intermediate 3 semester hours

Arabic I Egyptian

Continuation of the fundamentals of speaking and writing modern arabic as spoken in Egypt and Eastward, but on a more advanced level. Review of the most salient grammar principles plus introduction of new grammatical and idiomatic material. Conversation and comprehension skills taught at a more rapid and challenging pace. Taught by self instruction with tapes, book(s), and an arabic speaking mentor. It is not taught by traditional methods (classroom and teacher setting). Student is expected to continue with ARA 2201. Two hours per week with the mentor are required.

Lect Hrs=30 Lab Hrs=00 Othr Hrs=00

ARA 2201 Intermediate Arabic II 3 semester hours

Egyptian

Continuation of ARA 2200. Further development of the basic skills. Selected readings required. Prerequisite: ARA 2200 or equivalent. Taught by self instruction with tapes, texts and a tutor, and not by traditional methods (classroom and teacher setting). Two hours per week minimum with the mentor are required.

Lect Hrs=30 Lab Hrs=00 Othr Hrs=00

ARCHITECTURE

ARA 1126 Architectural 3 semester hours

Drafting I

Through the understanding and use of basic architectural equipment and drafting techniques and introduction to the drawing phase of construction documents is achieved. Emphasis is placed on residential construction practices and drawing requirements. Including plans, elevation, sections and details. This course is a combination lecture and lab.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

ARC 1701 Survey of 3 semester hours

Architectural History I

A general survey of social, political, and cultural factors, which have generated architecture from pre-historic times through the eighteenth century.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

ARC 2020C Architectural 3 semester hours

Communications

Introduction to the theory and practice of perspective drawing and presentations. Develop techniques, lan-

guage, graphics and models with exercises in graphic representation of space. The study of light, shades and shadows as they affect architectural forms is also emphasized. Special fee is charged.		a high degree of accuracy.	
Lect Hrs=16	Lab Hrs=48	Othr Hrs=00	
ARC 2031 Architectural Design I		3 semester hours	
Basic studies in the components of architecture, relating principles of design and solutions from research data obtained by the students.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ARC 2032 Architectural Design II		3 semester hours	
Improving perception and awareness of problems related to design and environment of architectural order. Prerequisite: ARC 2031.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ARC 2122 Architectural Drafting II		3 semester hours	
This course enables the student to provide architectural drawings, and study construction methods and techniques used in commercial buildings. Special attention is directed to the practice of prestressed/precast concrete beams and structural steel members. This course is a combination lecture and lab.			
Lect Hrs=16	Lab Hrs=48	Othr Hrs=00	
ARC 2140C Materials and Methods of Construction I		3 semester hours	
Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications, and code requirements are stressed. Lab exercises include building of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included.			
Lect Hrs=16	Lab Hrs=48	Othr Hrs=00	
ARC 2154 Architectural Drafting III		3 semester hours	
This course enables the student to provide architectural drawings and study construction methods and techniques used in high rise buildings. Special attention is directed to air conditioning, vertical transportation, refuse disposal, parking, and landscaping fundamentals. This course is a combination lecture and lab.			
Lect Hrs=16	Lab Hrs=48	Othr Hrs=00	
ARC 2201 Theory of Architecture		3 semester hours	
The student will demonstrate a proficiency in the basic principles, theories, concepts, goals and aspirations of architecture according to contemporary professional values.			
Lect Hrs=48	Lab Hrs=16	Othr Hrs=00	
ARC 2580 Structures I		3 semester hours	
Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress, and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions. Prerequisites: MAC 1132, ARC 1126 and PHY 2053.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
ARC 2681 Environmental Technology I		3 semester hours	
The student will demonstrate a proficiency in the basic principles of comfort, safety, and efficiency theories and concepts in relationship with the environment according to accepted professional standards with			

ART

ARH 2000 Art Appreciation 3 semester hours

A course considering form and content in world art, emphasizing social aspects so that students may become aware of how and why a work is created and its resulting contribution to their culture. Meets area 2 or 5 AA and 8 AA general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ARH 2004 Appreciation of Oriental Primitive Art 3 semester hours

General overview of oriental & primitive art: Chinese, Japanese, African, pre-Colombian, American Indian. The course will consider the social and historical effects on artistic styles. Motivation, form, and content in art will be emphasized so students will become familiar with non-western art. Prerequisite: ARH 2000. Meets area 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ARH 2050 Art History I 3 semester hours

Survey and analysis of architecture, painting, and sculpture as well as applied arts from antiquity, medieval and renaissance baroque art periods, showing the significance of art's development due to social and international cultural influences. Meets area 8 AA degree requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ARH 2051 Art History II 3 semester hours

Survey and analysis of architecture, painting, and sculpture, and new art forms in 18th century art to the present. Stressing the significance of art's development due to international, social and cultural influences. Meets area 8 AA degree general requirements. 3 hrs. lec./Terms I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ART 1201C 2D Design 3 semester hours

Two dimensional study of form, fundamental principles and the elements of design for all creative work in visual arts. Six studio hours weekly. Terms I, II and III.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 1202C 3D Design 3 semester hours

Three dimensional study of form, fundamentals, principles, and elements of design. Six studio hours weekly. Special fee charged, see STUDENT FEES. Term I, II and III.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 1300C Drawing I 3 semester hours

Landscape and still-life composition in charcoal, ink, and other media. Sketch book. Six studio hours weekly. Terms I, II and III.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 1330C Life Drawing 3 semester hours

Human and animal forms using various media. Sketchbooks, laboratory & special fee. Six studio hours weekly. Prerequisite: ART 1300C. Terms I, II and III.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 1480 Computer Art 3 semester hours

A basic course in how the computer can be adapted and used in the visual arts. Creative uses of the computer and assorted hardware will introduce the student to fine arts and graphic arts applications. A knowledge of programming is not required for this course.

Lect Hrs=00 Lab Hrs=92 Othr Hrs=00

ART 2110C Ceramics 3 semester hours

Study of basic ceramic shaping techniques, glazing, decorating and firing. Laboratory fee. Six studio hours weekly. Prerequisite: ART 1202C. ART 1202C may be waived by permission of the instructor. Special fee is charged, see STUDENT FEES.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 2205C Color and Composition 3 semester hours

A basic course in the exploration of color theories, color systems, and color relativity in regard to optical sensation, lighting variation and psychological impact. Six studio hours weekly. Terms I, II & III.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 2401C Beginning Printmaking 3 semester hours

A study of the processes and techniques in serigraphy, and intaglio printing. Laboratory fee. Six studio hours weekly. Special fee is charged. Term I and II.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 2402C Advanced Print-making Lithography 3 semester hours

A study of positive and negative printmaking with problems in relief and lithographic techniques. Laboratory fee. Six studio hours weekly. Prerequisite: ART 2401C. Special fee charged, see STUDENT FEES. Term I and II.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

Art 2520C Painting 3 semester hours

Creative techniques and composition applied to oil painting and acrylic media. Six studio hours weekly. Prerequisites: ART 1300C, ART 1201C. Term I and II.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 2560C Watercolor 3 semester hours

A creative exploration of watercolor techniques and media both past and present with an emphasis on composition. Six studio hours weekly. Prerequisite: ART 1201C Term I, II and III.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 2600C Photography I 3 semester hours

Basic procedures of black and white still camera work, developing, and printing. Emphasis is on intensifying visual perception and on the analysis of photographs as art and record. Laboratory fee, (student will supply 35mm camera, film, and paper). Prerequisites: ART 1201C and instructor approval. Six hours weekly. Special fee charged, see STUDENT FEES Term I, II and III.

Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

ART 2610 Photography II 3 semester hours

The application of the 35mm camera to specially directed individual projects. Emphasis is on the use of photography in documenting the social landscape. Each student project will be exhibited as a complete essay and will be used as a basis for critical discussion. (Student will supply 35mm camera, film and paper.) Six hours weekly. Prerequisite: ART 2600. Special fee charged, see STUDENT FEES. Term I and II.

Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

ART 2650C Video Art 3 semester hours

This course will be an introduction to video as an art form. Production procedures and techniques of electronic editing will allow students to produce their own tapes. The course will stress video as a general

purpose tool for the artist to express an alternative to commercially produced television. Six studio hours weekly. Special fee charged, see STUDENT FEES. Term II only.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 2701C Sculpture 3 semester hours

Creative techniques in metal, wood, stone, and clay. Laboratory fee. Six hours weekly. Special fee charged, see STUDENT FEES. Term I, II and III.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 2890 Seminar in Art 1 semester hour

A combination of classroom preparation plus travel to includes sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of instructor. Meets area 8 degree general education requirements.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

ART 2891 Seminar in Art II 2 semester hours

A combination of classroom preparation plus travel to includes sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of instructor. Meets area 8 degree general education requirements.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

ART 2892 Seminar in Art III 3 semester hours

A combination of classroom preparation plus travel to includes sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of instructor.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ART 2893 Seminar in Art IV 4 semester hours

A combination of classroom preparation plus travel to includes sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of instructor.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

ART 2894 Seminar in Art V 5 semester hours

A combination of classroom preparation plus travel to includes sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of instructor.

Lect Hrs=80 Lab Hrs=00 Othr Hrs=00

ART 2895 Seminar in Art VI 6 semester hours

A combination of classroom preparation plus travel to includes sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of instructor.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

ART 2905 Independent Study 3 semester hours

A course designed to establish frame work for future self learning. Each student will shape the course to fit his needs by planning with a faculty advisor. Six studio hours weekly. Prerequisites: ART 1300C, ART 1201C and ART 1202C. Exceptions to prerequisite will be considered by the Art Department Head. By Arrangement.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ART 2932C Special Topic/ Ceramics 3 semester hours

A study of advanced techniques in ceramics, forming clay, surface decoration, glazing, and firing, synthesizing basic skills with more advanced concepts of design in creating ceramic art.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

GRA 1543C Commercial Design I 4 semester hours

Design as applied to modern advertising techniques. Layout and preparation is covered through individual projects in such areas as magazine ads, stationery and logotype design. Typography, production and printing are stressed. 2 hrs. lab., 4 hrs. studio/Term I and II.

Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

GRA 1544C Commercial Design II 4 semester hours

Emphasis is placed on the development of ideas and the ability to communicate them effectively. The importance of experimentation and flexibility of approach is stressed through projects in such areas as newspaper advertising, book jackets, magazine covers, direct mail, sales promotion campaigns. Prerequisites: GRA 1543C and ART 1201C. 2 hrs. lab., 4 hrs. studio/Term I and II.

Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

GRA 2545C Commercial Design III 4 semester hours

A creative approach in design with emphasis on relating illustration to copy through projects such as advertising, packaging, and record jacket design and catalogues. Prerequisite: GRA 1544C. 2 hrs. lab., 4 hrs. studio/Term I and II.

Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

GRA 2546C Commercial Design IV 4 semester hours

Advanced course in design with emphasis on illustration and four color consumer magazine advertising and TV graphics. Development of a well-rounded job seeking portfolio. Prerequisite: GRA 2545C. 2 hrs. lec., 4 hrs. lab./Term I and II.

Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

ASTRONOMY

ASI 2100 Planetarium Education 3 semester hours

Course for teachers and students of education. Study of the use of the planetarium in education. Various audio visual devices will be employed. Large portions of the course consist of directed study with the student designing and writing his own educational materials pertaining to audio visual concepts in planetarium education. Acquaints student with the celestial sphere and planet position. Prerequisite: Instructor approval. On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AST 1002 Horizons in Astronomy 3 semester hours

Introduction to the origin characteristics and evolution of the solar systems, the stars, the galaxies, and the universe. Historical milestones in the science of astronomy from ancient astronomers to the space probes of today. Consideration of the future of astronomical research and current theories in astronomy. Meets area 4 A or 5 AA degree general education requirements.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AST 1005 Astronomy I 3 semester hours

Descriptive, non-mathematical study of the solar system and astronomical methods of general interest. Three hours weekly and additional evening observing sessions. Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AST 1006 Astronomy II 3 semester hours

Continuation of Astronomy I. Consideration given

primarily to objects and events beyond the solar system in our galaxy and in other galaxies. Three hours weekly. Meets area 4 A and 5 AA degree general education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AST 1930 Special Topics in Astronomy 2 semester hours

Descriptive study of the solar system and astronomical methods of general interest, stressing use of the planetarium and solar telescope.

Lect Hrs=32 Lab Hrs=00 Oth Hrs=00

AUTOMOTIVE TECHNOLOGY

AER 1000 Introduction to Automotive Technology 3 semester hours

A course designed to introduce the field of automotive service. Topics include auto service careers, shop safety, fuels, lubricants, fasteners, tools and equipment. An introduction to the major automobile systems and instruction in minor service procedures are provided.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 1004 Power Plant Overhaul Theory 3 semester hours

A course designed to teach the principles and procedures necessary to completely rebuild an automotive engine and to provide the practical experience in the engine diagnosis, removal, disassembly, rebuilding, and dynamic check out. Topics include engine diagnosis, engine removal, engine disassembly, engine rebuilding, piston, pin and rod service, engine assembly, engine installation, valve adjustment, tune ups, and road test procedures. Special emphasis will be given to safety procedures and the specific tools, fasteners, and equipment to be used.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 1100 Auto Electrical Systems 3 semester hours

A course designed to teach the principles and operations of the basic electrical systems found in automotive equipment and to provide practical experience in the service and repair of or adjustment to these systems. Topics include batteries, starters, alternators, regulators, ignition systems, chassis electrical circuits, and electrical accessory circuits. Special emphasis will be given to safety procedures and the specific tools and equipment to be used.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 1131 Transmission and Drive Systems 3 semester hours

A course designed to teach the principles and operations of automatic transmissions, clutches, overdrive units, pressure plates, propeller shafts, differentials, and drive axles and to provide practical experience in diagnosing, removing, maintaining, and repairing transmissions and drive systems. Topics include conventional and automatic transmissions, overdrive systems, drive lines differentials, and axles. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 2112 Computer Engine Control and Drivability 3 semester hours

A course designed to teach the latest in computer engine controls, electronic fuel injection systems, emission controls and electronic instrumentation systems. This

course includes theory of operation and construction, troubleshooting and repair.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 2120 Steering and Suspension Systems 3 semester hours

A course designed to teach the principles of steering systems, suspension systems, and wheel alignment and to provide practical experience in repairing automobiles suspension and steering, aligning front ends, and balancing tires. Topics include wheel balancing, front ends, and balancing tires. Topics include wheel balancing, suspension systems, suspension angles and lines, wheel alignment, standard steering gears, power steering systems and frames. Special emphasis will be given to safety procedures and the specific tools and instruments to be used. 3 hrs. of lec.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 2121 Brake Systems and Chassis Repair 3 semester hours

A course to teach the principles and operations of brake systems, disc systems, split systems, hydraulic cylinders, valving systems, chassis components, and exhaust systems, and to provide practical experience in the repair of these systems. Topics include chassis inspection procedures, basic brake theory, drum brake systems, split systems, disc brake systems, hydraulic cylinders, machining and measuring techniques, power boosters, chassis alignment and repair, exhaust systems, delivery procedures, and road test procedures. Special emphasis will be given to safety procedures, and specific tools, and equipment to be used.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 2150 Engine Tune-up and Emission Control 3 semester hours

A course designed to teach the principles and procedures of engine tune-up and repair, and emission control systems.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 2160 Automotive Service Management 3 semester hours

A course designed for the study of an automotive service department. Topics include warehousing system, inventory control systems, cost control and pricing merchandising and marketing, parts counter control, customer relations and organizational plans of service departments, work schedules, use of pricing, manuals, estimating, and pricing of work, analysis management cost accounting and customer relations.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 2171 Heating and Air Conditioning Theory 3 semester hours

A course designed to teach the principles and operations of automotive heating systems, air-conditioning systems and accessories to provide practical experience in testing, analyzing, installing and repairing heating systems, air conditioning systems, air conditioning tools and equipment, lines, fittings, and valves; operational checks and adjustment, minor repairs, and the special tools, and instruments to be used.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

AER 2705 Diesel Engine Fundamentals 3 semester hours

A course designed to teach the principles, operations, and maintenance of automotive electrical systems, emission control systems, lubrication and exhaust

systems.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

AVIATION TECHNOLOGY

ASC 1010 History of Aviation 3 semester hours

A survey of aviation from its beginning with early myths, through gliders, balloon flights and powered flight to the present jet age. Includes effects of wars on the development of civil and military aircraft and discusses significant personnel flights and aircraft in tracing the advancement of general, commercial and military aircraft. The major emphasis of the course will be directed towards the development of aviation in the United States.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ASC 1100 Navigational Science I 3 semester hours

The use of computers in the solution of basic navigation problems, aeronautical charts, pilot techniques. An introduction to the use of the airman's information manual and radio navigation aids.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ASC 1210 Meteorology 3 semester hours

A study of the basic concepts of meteorology, temperature pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Analysis and use of weather data; interpretation of the U S Weather Bureau maps, reports and forecasts. Prerequisite: ATT 1100, or private pilot's license.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ASC 1550 Aerodynamics 3 semester hours

An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft stability and control, weight and balance, and aircraft instruments affecting flight. Operational considerations of controllable pitch propellers, retractable gear, weather, and precision maneuvers. Prerequisite: ATT 1100 or private pilot's license.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ASC 1610 Aircraft Engines, Structures, and Systems 3 semester hours

Aircraft engine types and theory of operation. Theory, materials and construction methods of aircraft structures. Operations of hydraulic, electrical, fuel, pressurization, and anti-icing, heating and instrument systems, including sources of power for their operation. Prerequisite: ATT 1100 or private pilot license.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ASC 2110 Navigation Science II 3 semester hours

Methods and procedures for the solution of advanced pilotage and dead reckoning problems. Functioning, capabilities, and limitations of radio navigation systems. The use of radio as a primary air navigation means the use of enroute low altitude charts and other flight information publications. Prerequisite: ASC 1100 or a private pilot's license. MTB 1321 and MTB 1322, or MAC 1132 and MAC 1133. 3 hrs. lec./Term I and II.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ASC 2870 Aviation Safety 3 semester hours

A survey of the Federal Agencies which regulate aviation, with emphasis on those concerned with safety. Information on how flight affects the human body and actions to minimize adverse effects. A detailed study of Parts 61 and 91 of the Federal Aviation Regulations

together with a brief survey of Part 135. The portions of the FAA text on Basic Flight information and ATC Procedures which relate to VFR flight and to emergencies.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ATF 1100 Primary Flight 3 semester hours

This course provides the flight training and experience required by the FAA for a private pilot certificate. As a minimum it will provide the training required by par 3 and 4 of Appendix A to Part 141 of the FAR. It will consist of a minimum of 50 flying hours, no more than 5 of which may have been in an FAA-approved pilot ground trainer. Co-requisite: ATT 1100 and ASC 1100. See section on student fees under general information in the catalog. Terms I, II and III.

Lect Hrs=02

Lab Hrs=50

Othr Hrs=00

ATF 2201C Intermediate Flight 3 semester hours

This course continues the training and experience begun in primary flight, and together with ATF 2202 and ATF 2306 provides the aeronautical experience required to qualify for the FAA commercial pilot certificate with instrument rating. It will consist of a minimum of 45 flying hours, no more than 10 hours of which may have been in an FAA-approved pilot ground trainer, and will provide the instruction and practice required by par. (B) (3) and 3 (C) (3) of Appendix D to Part 141 of the FAR. Prerequisite: ATF 2201C or POI. Fee: see section on students fees under general information in this catalog. Term I, II and III.

Lect Hrs=00

Lab Hrs=48

Othr Hrs=00

ATF 2202C Advanced Flight 3 semester hours

This course continues the training and experience of intermediate flight. Together with ATF 2201C and ATF 2306. It provides the aeronautical experience required for the FAA commercial pilot certificate with instrument rating. During this course the student achieves qualification in high performance aircraft. It will consist of a minimum of 45 flying hours, no more than 10 hours of which may have been in an FAA-approved pilot ground trainer, and will provide the instruction and practice required by par. (B)(3) and 3 (C) (3) of Appendix D to Part 141 of the FAR. Prerequisite: ATF 2201C or POI. Fee: see section on student fees under general information in this catalog. Term I, II and III.

Lect Hrs=00

Lab Hrs=48

Othr Hrs=00

ATF 2306C All Weather Flight 3 semester hours

This is the final of the series of courses designed to provide the aeronautical experience for a FAA commercial pilot certificate with instrument rating. As a minimum it will provide the aeronautical experience, flying hours, and cover the subject matter specified in par. 3 of Appendix C to Part 141 of the FAR. In order to receive credit for this course, the student must have accumulated a total of at least 190 hours of flight training, no more than 40 hours of which may have been in an FAA-approved pilot ground trainer. Prerequisite: ATF 2202 or POI. Fee: see section on student fees under general information in this catalog. Term I, II and III.

Lect Hrs=00

Lab Hrs=50

Othr Hrs=00

ATF 2400C Multi-Engine Transition 1 semester hours

Nine hours of dual flight instruction, one hour of solo flying, and five hours of oral instruction covering training in operation of multi-engine airplanes. Students must obtain FAA multi-engine rating in order to receive

- credit. Prerequisite: private pilot's license. Fee: see section on student fees under general information in this catalog. Offered at Ft. Lauderdale Hollywood International Airport and Ft. Lauderdale Executive Airport and North Perry Airport. Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- ATF 2500C Flight Instructor Training** 2 semester hours
The flight and ground instruction to train a commercial pilot to be a flight instructor. Consists of the number of dual and solo flying hours, and oral instruction required in each case to qualify the individual for an FAA flight instructor certificate. In no case less than a total of 25 flying hours. Students must get FAA certificate in order to receive credit for the course. Prerequisite: commercial pilot certificate. Fee: see section on student fees under general information in this catalog. Offered at Ft. Lauderdale Hollywood International Airport and Ft. Lauderdale Executive Airport and North Perry Airport. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- ATT 1100 Aeronautical Science** 3 semester hours
The theory of flight. Elementary aerodynamics. The major components of airplanes and their function. The pertinent federal aviation agency regulations. An introduction to meteorology, both weather phenomena and reading and understanding teletype, weather data and weather maps.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ATT 2120 Instrument Flight Theory** 3 semester hours
Physiological factors involved with instrument flying. The functioning of basic flight instruments and their use in controlling aircraft under instrument conditions. Electronic aids and their use. Communications facilities and equipment. The airways system, air traffic control facilities and procedures as related to instrument flight. Flight planning, enroute charts, area charts, SID charts, STAR charts, instrument approach procedure charts. Prerequisite: ASC 2110 or commercial pilot's license and ASC 1210. 3 hrs. lec./Term I and II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ATT 2371 Aircraft Communication and Navigation System** 4 semester hours
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- ATT 2372 Aircraft Flight Control Systems** 3 semester hours
A study of the basic principles of flight instrumentation and automatic flight control devices and systems. Prerequisite: ETE 1010C and ETE 1020C or equivalent industry experience. 3 hrs. of lecture and lab./On Demand.
Lect Hrs=32 Lab Hrs=16 Othr Hrs=00
- ATT 2373 Aircraft Pulse and Microwave Systems** 3 semester hours
A study of pulse type equipment used in general aviation, commercial and military aircraft. Receiver band width sensitivity, image response, decoder, reply frequency, and pulse characteristics. Prerequisite: ETE 1010C and ETE 1020C or equivalent industry experience. 3 hrs. lec. and lab./On Demand.
Lect Hrs=32 Lab Hrs=16 Othr Hrs=00
- ATT 2600 Flight Simulator Training** 1 semester hour
A total of 15 hours of training in one of the flight simulators located in the Flight Simulator Lab at the South Campus. This course may be taken as an elective in any of the aviation programs. Material covered will be tailored to the individual depending upon his/her piloting background. This course may be repeated for a maximum of 3 semester hours to meet a 3 semester hour elective requirement (Lab Fee). Prerequisite: ASC 1100, ATT 1100, ATF 1100. 15 hrs. of lab./Term I, II and III.
Lect Hrs=45 Lab Hrs=16 Othr Hrs=00
- ATT 2630 Basic Instrument Simulator** 1 semester hour
A total of 15 hours of training in the Multi-Engine flight simulator located in the Flight Simulator Lab at the South Campus. The course consists of 5 hours lecture and 10 hours in the simulator. This course may be taken as an elective in any of the aviation programs. The course may be repeated a maximum of 3 times to meet the 3 semester hour elective requirement. (Special Fee Required). Prerequisites: ASC 1100, ATT 1100, ATF 1100. 15 hrs. lab./Term I, II and III.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- ATT 2890 Directed Studies in Air Traffic Control** 3 semester hours
This course is available only to air traffic control students participating in a cooperative education program with the Federal Aviation Administration. Students will be prepared for and take the employer indoctrination course, control tower operator, and the limited aviation-weather reporting examinations. Credit will be based upon examination grades as reported by the Federal Aviation Administration to the Co-operative Education Department.
Lect Hrs=00 Lab Hrs=640
Othr Hrs=00
- AVM 2301 General Aviation Marketing** 3 semester hours
Basic marketing concepts and procedures involved in the sale of general aviation aircraft and components to private industry and government. Particular emphasis will be placed on Corporate/Business aircraft and commuter airlines. 3 hrs. lec./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- AVM 2410 Airport Management** 3 semester hours
Provides a comprehensive examination of the major functions of airport management and the concepts underlying airport planning and construction. The controlling factors in the development of an airport such as size and forecasting volumes, design considerations including runways configurations, site, location requirements, master planning and zoning laws will be examined. The socio-economic effect of airports on the communities they serve will be explored.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- AVM 2512 Airline Management** 3 semester hours
An introduction to the administrative aspects of airline operation and management. Topics include the structure of the airline industry in the United States including First, Second, Third level carriers, the Annual Profit Plan, Uniform System of Accounts and Reports, Organizational Planning, demand analysis, scheduling, the theory of pricing, fleet planning, facilities planning and airline financing. Term I and II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AVIATION MAINTENANCE TECHNOLOGY

- ATM 1001 Math, Physics,** 2 semester hours
Theory of Flight & Aircraft Drawings
 BASIC MATHEMATICS; Applied physics to that area of knowledge regarding the basic and fundamental nature of matter and energy; THEORY OF FLIGHT; the study dealing with the relationships between the atmosphere, the aircraft and the forces acting on it in flight, and the study of AIRCRAFT DRAWINGS; sketches and blue prints pertaining to aircraft and components.
 Lect Hrs=25 Lab Hrs=50 Othr Hrs=00
- ATM 1011 Basic Electricity** 3 semester hours
 The study of laws and theory of electricity and its application to aircraft systems, components, and circuits, to include practical knowledge of the different types of complex circuitry found in modern aircraft.
 Lect Hrs=38 Lab Hrs=75 Othr Hrs=00
- ATM 1061 Materials and** 3 semester hours
Processes, Corrosion Control
 An introduction to the tools, hardware and materials used in aircraft maintenance and repair. To include proper handling and inspection thereof and practical application of the various types of non-destructive testing of metals. A study of various types of corrosion, causes and corrective measures used to control corrosion on numerous types of metals used in aircraft construction.
 Lect Hrs=38 Lab Hrs=75 Othr Hrs=00
- ATM 1071 Federal Air** 2 semester hours
Regulations and Weight and Balance
 A presentation of FEDERAL AIR REGULATIONS as applies to aircraft maintenance including the study of the use of pertinent documents; A/C manufactures publications, etc. WEIGHT AND BALANCE, theory, computations, and actual weighing of aircraft.
 Lect Hrs=25 Lab Hrs=50 Othr Hrs=00
- ATM 1091 Aircraft Servicing** 2 semester hours
Operations, and Fluid Lines and Fittings
 A presentation illustrating A/C servicing procedures, ground handling of aircraft, safety procedures, etc., fabrication and recognition of the various types of aircraft oil, fuel, and hydraulic lines and tubing, including a study of inspection procedures relating to same.
 Lect Hrs=25 Lab Hrs=50 Othr Hrs=00
- ATM 1311 Aircraft Wood,** 2 semester hours
Fabric and Finishes
 A course of study encompassing the use of wood as found on wooden aircraft and fabrics as found on fabric aircraft, to include the finishes required on each. Specific techniques peculiar to each are demonstrated.
 Lect Hrs=22 Lab Hrs=40 Othr Hrs=00
- ATM 1331 Aircraft Structural** 4 semester hours
and Sheet Metal Fabrication
 The study of aircraft structural designs and the methods of minimum sheet metal repair techniques. Explains metal-working processes and develops the skills necessary to return to air worthy condition.
 Lect Hrs=42 Lab Hrs=82 Othr Hrs=00
- ATM 1351 Aircraft Welding,** 4 semester hours
Assembly/Rigging
 A theory and practice of welding methods used in aircraft construction and repair is thoroughly covered

with emphasis on gas welding and advanced work in heli-arc welding. Aircraft assembly is explained and demonstrated as well as control rigging procedures. Lab fee is required.

- Lect Hrs=42 Lab Hrs=82 Othr Hrs=00
- ATM 1371 Test/Review/Practical** 1 semester hour
 A summary of airframe repair and maintenance procedures. Review for FAA airframe certificate written, oral and practical exams.
 Lect Hrs=13 Lab Hrs=25 Othr Hrs=00
- ATM 1401 Landing Gear/** 3 semester hours
Position/Warning and Airframe Inspection
 The study of aircraft landing gear structures and operating systems to include the maintenance and repair procedures for retraction systems, shock strut, brakes, wheels, tires and ground steering equipment. Included are the basic inspection procedures applicable to the various flight operations. Lab fee required prerequisite ATM 1091.
 Lect Hrs=39 Lab Hrs=78 Othr Hrs=00
- ATM 1411 Ice/Rain/Fire** 2 semester hours
Protection, Hydraulics and Pneumatics
 The study of ice, rain and fire protection as it applies to all types of aircraft. Preventative maintenance in these areas are explored heavily with a view towards utmost safety. The operation and maintenance of aircraft hydraulic and pneumatic systems are examined together as would be used on corporate and airline type aircraft. The methods of repair and replacement of systems and components, as well as ground equipment operation and repair are examined.
 Lect Hrs=26 Lab Hrs=52 Othr Hrs=00
- ATM 1431 Aircraft Instruments** 1 semester hour
Communications, Navigational Equipment
 A basic familiarization of aircraft instruments and their function. To include removal, installation, and the installed testing of such instruments. Also a study of communication and navigational equipment describing removal and the installation of such equipment.
 Lect Hrs=11 Lab Hrs=20 Othr Hrs=00
- ATM 1451 Aircraft** 3 semester hours
Environmental and Fuel Systems
 A study of the various types of systems used for cabin atmospheric control in advanced aircraft systems including those found on corporate and airline type aircraft. Heating, cooling, pressurization as well as oxygen supply are included in the study. Additional study is directed toward the various fuel storage and distribution systems used in small and large aircraft. Lab fee is required.
 Lect Hrs=39 Lab Hrs=78 Othr Hrs=00
- ATM 1461 Aircraft** 4 semester hours
Electrical Systems
 The types and characteristics of aircraft electrical circuits and components are compared and evaluated. Advanced electrical systems as used in corporate and airline aircraft are studied. The course includes troubleshooting and repairs of AC and DC electrical systems and equipment. Prerequisite: ATM 1011 (Lab fee required)
 Lect Hrs=42 Lab Hrs=82 Othr Hrs=00
- ATM 2101 Engine Installation/** 2 semester hours
Operation/Inspection/Engine Instruments/Engine Fire Protection
 A course study of which details the correct methods of engine removal and installation, inspection and

run-up testing, including the final adjustments, etc. Also points out the operation to the related engine instruments, their necessity and functions, etc. Engine fire protection systems are also studied in detail.

Lect Hrs=20 Lab Hrs=40 Othr Hrs=00

ATM 2111 Aircraft Reciprocating Engine and Overhaul 6 semester hours

This course contains a detailed study of reciprocating engines supported by the actual overhaul of operational engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, precision measurement, repair and reassembly. Advanced techniques of non-destructive testing are included.

Lect Hrs=60 Lab Hrs=120 Othr Hrs=00

ATM 2121 Engine Electrical and Ignition Systems 4 semester hours

This course consists of the study of all engine electrical systems that might be encountered on reciprocating engines to include methods of initial generating, timing, and the distribution of ignition energy. Included is testing of the various electrical components such as generators, alternators, advanced magneto systems, etc. Lab fee is required.

Lect Hrs=40 Lab Hrs=80 Othr Hrs=00

ATM 2151 Propellers and Propeller Systems/Trouble Shooting 3 semester hours

This study includes the theory of propeller operation and related governing systems designed to control propeller operation. Also covers methods of installation, inspection, repair and adjustment of propellers. Engine run is necessary to test final operation.

Lect Hrs=30 Lab Hrs=60 Othr Hrs=00

ATM 2202 Turbine Engines and Turbine Engine Systems/Trouble Shooting 3 semester hours

A thorough study of the theory of operation of turbine engines and the function of the related engine components such as compressors, fuel controls, fuel pumps, governors, turbines etc. Course encounters disassembly, inspection, minimal repairs reassembly test run and final adjustment.

Lect Hrs=32 Lab Hrs=63 Othr Hrs=00

ATM 2501 Engine Fuel/Metering System Induction Exhaust Systems/Lubrication/Cooling 6 semester hours

A study of the operation of engine fuel systems, complex and non-complex. To include turbo chargers in abnormally asperated engines. To include simple systems found in small aircraft engines. Lubrication and cooling systems are also explored.

Lect Hrs=63 Lab Hrs=125 Othr Hrs=00

ATM 2551 Test/Review/Practical 3 semester hours

Review for FAA Powerplant, written, oral and practical exams.

Lect Hrs=32 Lab Hrs=63 Othr Hrs=00

ATM 2930 Bell Helicopter Maintenance Model 206 5 semester hours

This course will include the servicing, routine maintenance, inspection and component changes in accordance with the latest approved methods for the Bell Model 206 B III. Prerequisite: Air frame and Powerplant license. Special fee charged. See student fees. 5 hrs. lec.

Lect Hrs=20 Lab Hrs=100 Othr Hrs=00

ATM 2940 Helicopter 13 semester hours

Maintenance, Overhaul and Inspection

This course combines classroom theory with a practical shop, line and field maintenance problems that will prepare the helicopter mechanic to perform all tasks required to maintain helicopters. Subject areas included in this course will be engines, power trains, control systems and all other systems peculiar to helicopters as well as inspection and publications.

Lect Hrs=90 Lab Hrs=? Othr Hrs=00

BANKING

BAN 1100 Introduction to Commercial Banking 3 semester hours

Course identifies contemporary topics, issues of commercial banking management and explores the solutions. Includes demands made on banks by their constituencies, modern approaches to planning and problems of obtaining and utilizing funds. Recent developments in electronic funds transfer systems are described and evaluated. Includes problems of multinational banking and efforts, to meet various types of competition. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 1110 Principles of Bank Operations 3 semester hours

The economic importance of banks, the receiving function; processing of cash items; bookkeeping operations; posting systems; legal relationships with depositors; internal controls; international financial services; trust services; growth of the American banking system, banking and public service. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 1120 Basic Electronic Data Processing 2 semester hours

An introduction for data processing beginners and future users. The fundamentals, concepts, and development in computer based information processing. A comprehensive orientation to the computer, what it is, what it can do, its limitations, its potential. The analysis, design and implementation of systems, projects. Concluding with procedures relevant to the acquisition, installation, and management of computer systems.

Lect Hrs=30 Lab Hrs=06 Othr Hrs=00

BAN 1150 Bank Public Relations and Marketing 3 semester hours

Functional structure of bank public relations and marketing; marketing and opinion research; advertising; community relations; government relations; blueprint for a winning bank. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 1201 Management of Commercial Bank Funds 3 semester hours

This course covers the introduction to funds management, return, risk and liquidity. Some specific topics covered are: money-market assets and liabilities, managing the money position, spread management and capital management. Types if investments such as U.S. Notes and bonds, government agency issues, state and municipal securities and world bank bonds are also covered. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 1204 Introduction to Commercial Lending 3 semester hours

This course concentrates on a study of commercial lending, the economic environment, the complete lending process, responsibilities of the loan department, types of commercial loans, the different cycles, availability and cost of funds, cost analysis, control and profitability, regulatory laws affecting commercial loans. 3 hrs. lec./On Demand.			A study of the nature and function of credit and classification of credit instruments and collection procedures. 3 hrs. lec./On Demand.
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
BAN 1205 Corporate Banking	3 semester hours		BAN 2173 Advanced Credit Analysis
This course gives a practical approach to lending, the duties of the accounting officer in the lending environment, personal characteristics and technical skills. The lending process covers the loan request, financial analyst, loan structuring, pricing, documentation and loan administration. Problem loans, the cause, how to handle and the final decision are also covered. 3 hrs. lec./On Demand.			A detailed study of the techniques of credit decision making of financial analysis and risk appraisal in the light of general conditions.
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
BAN 1206 Credit Department Management	3 semester hours		BAN 2200 Credit Administration
Upon completion of this course, a student should be able to demonstrate an understanding on credit department organization by being able to identify the essential element of the credit functions. Topics covered include management, organization and staffing, spreading of financial statements, and both manual and computerized financial statement spreading functions. 3 hrs. lec./On Demand.			Discussion of policy; the bank credit department; sources of credit information; credit correspondence; unsecured and secured loans to customers; loans to small business; term loans; interbank loans; real estate loans; influence of the Federal Reserve System; opportunities and responsibilities of the bank lending officers. 3 hrs. lec./On Demand.
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
BAN 1605 IRA Basics	2 semester hours		BAN 2230 Bank Investments
This course presents a clear and concise overview of pertinent factors involved in establishing and maintaining IRAs at financial institutions. It provides a general framework which can be used to enhance the understanding of the legal regulatory and competitive concerns commonly shared by all financial institutions.			A study of the bank's needs for primary reserves and loanable funds. It analyzes primary and secondary reserve needs, the source of reserves, and their random and cyclical fluctuations, showing the influence on investment policy. A study of yield changes as they affect long-term holdings. 3 hrs. lec./On Demand.
Lect Hrs=30	Lab Hrs=00	Othr Hrs=00	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
BAN 1607 Now Accounts	2 semester hours		BAN 2240 Installment Credit
The origin of the Now Accounts and legal requirements, the role of clearinghouses, the Federal Reserve, correspondent banks, and the Federal Home Loan Bank in Now Account draft processing. It covers the operations of association employees, new accounts counselors, tellers, and Now Account department personnel, and highlights areas where procedures differ from association, to association.			Evolution of installment credit; investigation and the credit decision; inventory financing; rate structure and cost analysis in installment credit; servicing installment credit; special loan programs; advertising and business development; installment credit and your bank. 3 hrs. lec./On Demand.
Lect Hrs=30	Lab Hrs=00	Othr Hrs=00	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
BAN 1720 Bank Management	3 semester hours		BAN 2250 Home Mortgage Lending
The nature and objective of banking, formulation of objectives and policies, organizational planning, management controls, managements and specific functions, the art of management. 3 hrs. lec./On Demand.			Mortgage credit in the United States: Structure of the mortgage market; development of a mortgage portfolio; appraisal of property; mortgage loan servicing; management considerations in mortgage lending and portfolio management. 3 hrs. lec.
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
BAN 1933 Loan Officer Development	3 semester hours		BAN 2303 Savings and Time Deposit Banking
This course is designed to teach practical lending skills. It covers six major subject areas and utilizes a variety of training techniques. They include the initial loan interview, administrative decisions and techniques, documentation for the credit file, problem loans, managing loans, managing loan portfolios. 3 hrs. lec./On Demand.			The role of savings in economy, motivation for saving, deposit-types savings, insurance-types savings, differences among savings institutions, interest rates and yields, characteristics of deposit-type savings institutions, etc. 3 hrs. lec./On Demand.
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
BAN 2170 Credit and Collection Principles	3 semester hours		BAN 2400 Trust Department Services
A basic course in credit and collections management.			Property and property rights; wills; settlement of estates; responsibilities of executors and administrators; personal trusts; insurance trusts; administration of personal trusts; responsibilities of trustees; guardianships and personal agencies; other trusts and agencies; historical background of trust services and trust institutions. 3 hrs. lec./On Demand.
			Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
			BAN 2401 Trust Department Organization
			The nature of trust powers; organization of a trust department; executive and administrative activities

of a trust department; equipment of a trust department; procedures for corporate trusts and agencies; procedures for investment of trust funds; management of real property and mortgages, tax work of a trust department; trust selling techniques; estate planning; trust costs and earnings; guiding principles of trust institutions; government supervision of trust business. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 2402 Trust Management 3 semester hours

This course describes the organization, operation, and services of the trust department. Some specific topics covered in the course are: the board of directors; department accounting; trust investments; tax administration; trust automation; employee benefit trust; corporate trust administration; business development; trust profitability; and issues in trust department management. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 2500 International Banking 3 semester hours

The world of international banking; activities of the international department; foreign exchange; letters of credit and banker's acceptances; the businessman and international banking. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 2724 Branch Management 3 semester hours

A study of branch bank organization; planning, staffing, directing and control; centralization or decentralization of management; the number of service departments based on size and projected rate of growth; profit accountability of the individual branch. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BIOLOGICAL SCIENCES

APB 1150 Modern Principles of Biology 3 semester hours

Course designed to give students an understanding of modern principles of biology, while focusing on the nature and activities of living organisms. Course primarily for non-science majors. (See APB 1150L) Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1150L Modern Principles of Biology Laboratory 1 semester hour

Two hours of laboratory weekly, which may be taken concurrently with APB 1150. This lab course must be taken as either a prerequisite or a corequisite to the BOT 1010 botany or the ZOO 1013 zoology. One two-hour period weekly. Special fee charged, see STUDENT FEES. 2 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

APB 1190 Human Anatomy and Physiology I 3 semester hours

A survey of the structure, function, and chemistry of the human body considering the following topics: body organization; the cell; tissues, membranes, and glands; the integumentary system; the skeletal system; the muscular system; the nervous system; and the special senses. Does not meet requirements for general education science. 3 hours of lecture per week. Pre- or Corequisite: CHM 1033, or Allied Health Division Approval. Corequisite: APB 1190L. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1190L Human Anatomy and Physiology I Laboratory 1 semester hour

Laboratory exercises coordinated with APB 1190 including microscope observation, experimentation, study of anatomical models, and dissection. 2 hrs. of laboratory per week. Pre- or Corequisite CHM 1033 or Allied Health Division Approval. Corequisite: APB 1190. Term I, II and III. Special fee is charged, see STUDENT FEES.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

APB 1191 Human Anatomy and Physiology II 3 semester hours

A continuation of the anatomy and physiology sequence, including the following topics: the circulatory system; the respiratory system; the digestive system; the urinary system; fluid and electrolytes; and the reproductive system. Does not meet requirements for general education science. 3 hrs. lec./wk. Corequisite: CHM 1033, APB 1190 and APB 1190L. Corequisite: APB 1191L. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1191L Human Anatomy and Physiology II Laboratory 1 semester hour

Laboratory experiments coordinated with APB 1191, including microscope observation, study of anatomical models and dissection. 2 hrs. laboratory per wk. Prerequisite: CHM 1033, APB 1190 and APB 1190L. Corequisite: APB 1191. Special fee is charged, see STUDENT FEES. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

BOT 1010 General Botany 3 semester hours

Course designed to treat entire plant kingdom with emphasis on structure and function of flowering plants. Fundamental cell and tissue structures of both vascular and non-vascular plants are studied. Associated physiological and chemical effects as related to function are emphasized. Three hours weekly. Pre- or Corequisite: APB 1150L. Corequisite: BOT 1010L. Meets area 4 or 5 AA degree general education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BOT 1010L General Botany Laboratory 1 semester hour

Laboratory experiments and field trips to accompany BOT 1010. Pre- or Corequisite: APB 1150L. Corequisite: BOT 1010. One two-hour period weekly. Special fee charged, see STUDENT FEES. 2 hrs. lab./Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MCB 2013 Microbiology 3 semester hours

An introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry and genetic mechanisms. It will include a survey of representative types of microorganisms and the role of pathogenic organisms in carrying diseases and infections. Prerequisite: Allied Health: CHM1033, APB1190, APB1191, APB1190L, APB1191L. Bio: 3 hrs. Chem, 4 hrs. Bio. Corequisite: MCB2013.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

MCB 2013L Microbiology Laboratory 1 semester hour

The lab will consist of fifteen, three hour sessions in which chemical, biochemical, and microbiological principles will be studied and demonstrated. The student will be expected to apply principles learned in the

classroom. Prerequisite: Allied Health: CHM1033, APB1190, APB1191, APB1190L, APB1191L. Bio: 3 hrs. Chem, 4 hrs. Bio. Corequisite: MCB2013.
Lect Hrs=00 Lab Hrs=45 Othr Hrs=00

PCB 1050 Principles of Genetics 3 semester hours
A course for non-science majors dealing with Mendelian genetics and its application to humans. The course content would be of particular interest to allied health students and social science majors. All major human genetic defects will be studied in detail along with current research in chromosomes and DNA. This course is not intended to replace APB 1150 and transfers as elective science credit to higher institutions. A prerequisite of APB 1150 is suggested but not essential. Meets area 5 A or 7 AA degree general education requirements. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PCB 1441 Introduction Ecology Principles of Ecology (Non-Science Majors) 3 semester hours
Survey of the general principles of ecology as they apply to South Florida; the relationships of organisms to both physical and biotic aspects of their environment. Emphasis is on natural communities. This course is not intended to replace APB 1150 and transfers as elective science credit to higher institutions. Meets area 5 A or 7 AA degree general education requirements. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ZOO 1013 General Zoology 3 semester hours
Basic course pertaining to the development, anatomy, physiology, ecology and natural relationships of the animal kingdom. Pre- or Corequisite: APB 1150L. Corequisite: ZOO 1013L. Meets area 4 A or 7 AA degree general education requirements. 3 hrs. lec./Term I, II, and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ZOO 1013L General Zoology Laboratory 1 semester hour
Laboratory experiments and field trips to accompany ZOO 1013. Prerequisite or corequisite APB 1150L. One two-hour period weekly. Corequisite: ZOO 1013. Special fee charged, see STUDENT FEES. 2 hrs. lab./Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

BUSINESS LAW

BUL 2111 Business Law I 3 semester hours
Study of basic principles of law and their application to business problems, encompassing discussion of legal rights and social forces, the legal relationships of government, business, and society law of contracts, personal property, bailments, sales of goods, torts, and business crimes. 3 hrs. lec./Term I, II, III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BUL 2112 Business Law II 3 semester hours
It includes a study of the legal principles covering commercial paper, creditors, rights, and secured transactions, agency, employer, employee relationships, partnerships, corporations, and real property. Prerequisite: BUL 2111. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CAREER PLANNING

SLS 1321 Career Planning 2 semester hours
Workshop
This course is a study of the career decision making process. The student will learn the skills necessary for career decision making as it applies to their individual characteristics. (Including values, interests, abilities, goals, strengths, etc.)
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SLS 1341 Employability Skills 1 semester hour
This course is a study of the methods and techniques used in the job search process with particular emphasis on resume writing, interview techniques, employment communications, and job search strategies.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

CHEMISTRY

CHM 1033 Chemistry for Health Sciences 3 semester hours
Selected topics from inorganic chemistry, organic chemistry and biochemistry. Designed specifically for nursing and other allied health technology students. Prerequisite: One year of high school algebra or MAT 1013 or MTB 1320 or instructor approval.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1033L Chemistry for Health Sciences Laboratory 1 semester hour
Laboratory exercises to accompany CHM 1033, including inorganic, organic and biochemical experiments. Does not meet area 4A or 5 general education requirements for the AA degree. 2 hrs. lab/wk. Prerequisites: One yr. high school algebra, or MAT 1013, or MTB 1320, or Science Dept. approval. Corequisite: CHM 1033.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

***IMPORTANT NOTE:** General Chemistry is offered as either a two-semester sequence (CHM 1045-1046) or as a three-semester sequence (CHM 1040-1041-1046). A sequence once started should be taken entirely at one institution. The order of topics may vary from school to school. Only the completed sequence at one institution is equivalent to a completed sequence at another institution. Individual courses within a sequence are not necessarily equivalent at different institutions and must be evaluated by a receiving institution on an individual basis.

CHM 1040 General Chemistry IA (Expanded Sequence) 3 semester hours
First course of a three-semester sequence, CHM 1040, CHM 1041, CHM 1046. This sequence includes two laboratories: CHM 1045L to be taken concurrently with CHM 1041; and CHM 1046L to be taken with CHM 1046. *IMPORTANT: See NOTE before CHM 1040 description. This course introduces students to chemical measurements, stoichiometry, atomic structure, chemical bonding, and naming of inorganic compounds. 3 hrs. lec./wk. Prerequisite: MAT 1013. Pre- or Corequisite: MAT 1033. Meets area 4A or 5 general education requirements for the AA degree. Term I, II, III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1041 General Chemistry IB (Expanded Sequence) 3 semester hours
Second course of a three-semester sequence, CHM 1040, CHM 1041, CHM 1046. This sequence includes two laboratories: CHM 1045L to be taken concurrently with CHM 1041; and CHM 1046L to be taken with CHM 1046. *IMPORTANT: See NOTE before CHM

1040 description. Further develops modern chemical concepts, including chemical reactions, gases, liquids, solids, solutions, acid-base chemistry and oxidation-reduction chemistry. 3 hrs. lec./wk. Prerequisites: CHM 1040, MAT 1033. Meets area 4A or 5 general education requirements for the AA degree. Term I, II, III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1045 General Chemistry I 3 semester hours

First course in two-semester sequence, CHM 1045 and CHM 1046. This sequence includes two laboratories: CHM 1045L to be taken concurrently with CHM 1045; and CHM 1046L to be taken with CHM 1046. *IMPORTANT: See NOTE before CHM 1040 description. Topics covered include chemical measurements, stoichiometry, atomic structure, chemical bonding, naming of inorganic compounds, chemical reactions, gases, liquids, solids, solutions, acid-base chemistry and oxidation-reduction chemistry. To enroll, students must pass a departmental placement exam or obtain departmental approval. Pre- or Co requisite: MAT 1033. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./wk. Term I, II, III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1045L General Chemistry I Laboratory 1 semester hour

Laboratory experiments to accompany CHM 1045. Corequisite: CHM 1045 or CHM 1041. Special fee charged; see STUDENT FEES. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

CHM 1046 General Chemistry II 3 semester hours

Final course in either the two- or the three-semester general chemistry sequence; CHM 1045, CHM 1046 or CHM 1040, CHM 1041, CHM 1046. These sequences include two laboratories: CHM 1045L to be taken concurrently with HM 1041 or CHM 1045; and CHM 1046L to be taken with CHM 1046. *IMPORTANT: See NOTE before CHM 1040 description. Topics covered include thermodynamics, kinetics, equilibrium, electrochemistry, descriptive chemistry, coordination chemistry, nuclear chemistry and an introduction to organic chemistry. Prerequisite: CHM 1045. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./wk. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1046L General Chemistry II Laboratory 1 semester hour

Laboratory experiments to accompany CHM 1046. Prerequisites: CHM 1045 and 1045L. Pre- or Corequisite: CHM 1046. Special fee charged; see STUDENT FEES. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

CHM 2210 Organic Chemistry I 3 semester hours

First part of a two course sequence presenting the structures, preparation, reactions, and nomenclature of various classes of hydrocarbons and their derivatives. Electronic mechanisms of reactions are interpreted and unified in the light of modern theory. Three hours weekly. Prerequisite: CHM 1046 and CHM 1046L. Corequisite: CHM 2210L. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 2210L Organic Chemistry I 1 semester hour

Laboratory

Organic laboratory experiments and preparations to accompany CHM 2210. Prerequisites: CHM 1046 and CHM 1046L. Corequisite: CHM 2210. Special fee is charged, see STUDENT FEES. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

CHM 2211 Organic Chemistry II 3 semester hours

Second of the two part organic chemistry course. A continuation of the study of the remaining classes of organic compounds including use of spectroscopic methods and an introduction to bio organic molecules. Three hours weekly. Prerequisite: CHM 2210 and CHM 2210L. Corequisite: CHM 2211L. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 2211L Organic Chemistry II 1 semester hour

Laboratory

Appropriate experiments and preparation to complement CHM 2211. Prerequisite: CHM 2210 and CHM 2210L. Corequisite: CHM 2211. Special fee charged see STUDENT FEES. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

CHINESE

CHI 1100 Beginning Chinese 3 semester hours

Fundamentals of speaking and understanding mandarin chinese. Taught by, self instruction with tapes, and with a text and with a chinese speaking mentor, and not by traditional methods. Class room setting with a teacher. Student is expected to continue with CHI 1101. Two hours per week session with the mentor is required.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHI 1101 Beginning Chinese 3 semester hours

Mandarin II

Continuation of mandarin chinese 1100. Further development of the basic oral aural, reading writing skills. Prerequisite: CHI 1100. Fundamentals of speaking and understanding mandarin chinese. Taught by self instruction with tapes, and texts and with a chinese speaking mentor and not by traditional methods, class room with teacher. Two hours per week session with mentor is require.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

COMPUTER SCIENCE

CAP 1831 Electronic Spreadsheet 1 semester hour

#1 PC Appl. 2

Lotus 1. Hands on applications on Lotus. This course will include how to: enter labels, edit, erase, and save files; enter file commands; adjust widths, change label justifications, change formats, move ranges, enter numbers, formulas and functions. Prerequisite: SES 1100 or SES 1141.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

CAP 1832 Electronic Spreadsheet 1 semester hour

#2 PC App. 3

Lotus 2. Continuation of Lotus 1 2 3. This course will include how to: name ranges; use absolute and relative addressing; perform advanced calculations; use window

functions; create income statements and financial ratios; recalculate manually; protect and unprotect cells, use file commands, experiment with "what if" capabilities; and data bases. Prerequisite: CAP 1831.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

**CAP 1833 Electronic Spreadsheet 1 semester hour
#3 PC Appl. 4**

Lotus 3. Hands on advanced work on Lotus 1 2 3. Includes spreadsheet, data management, graphics, data tables, 1 OKUP tables, functions, and macros. Prerequisite: CAP 1832.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

CAP 2001 Systems Development and Design 3 semester hours

The course includes a survey of present procedures and system of internal controls. Students learn through lectures and practical case studies how to apply equipment and programming techniques to actual business data processing applications. Prerequisite: COP 1120C or instructor approval. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CAP 2030 Field Project 2 semester hours

The student will be assigned a project selected by the instructor or one chosen from an existing local data processing firm. The project will include problem definition, flowcharting, coding, testing and a detail document of the complete application. Prerequisites: COP 2400C and COP 2401C or instructors approval. 3 hrs. lec./On Demand.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

COC 1020 Computer Literacy 3 semester hours

Lect Hrs=28 Lab Hrs=00 Othr Hrs=00

COC 1300 Fundamentals of Data Processing 3 semester hours

An introduction to electronic data processing. Topics include basic computer theory, file storage media, input-output devices, binary and hexa-decimal number systems and programming techniques through the use of BASIC. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

COC 1930 Introduction to Data Processing 2 semester hours

Introduction to basic data processing concepts and its applications via lectures and lab activities.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

COP 1110 Fortran Programming 3 semester hours

A basic computer programming course in Fortran, which is a problem solving language. This course is particularly useful to students who are in mathematics, science, and related fields and who will need to utilize the computer as a tool in their professions. 3 hrs. lec. and 1 lab./Term I, II and III.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

COP 1120 Cobol I 3 semester hours

Cobol as a programming language is taught and utilizes the digital computer, in a structured format. Through a series of lectures and laboratory practices, the student develops a working knowledge of the Cobol language. Emphasis is placed in creating and maintaining tape and disc files. Prerequisite: COC 1300 or instructor approval. 3 hrs. lec., 1 lab. hr./Terms I, II, and III.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

COP 1170 Programming in Basic 3 semester hours

An interactive programming course utilizing the BASIC

language. Emphasis is placed upon the development of computer problem-solving skills in business, electronics, engineering, mathematics, science, and other related fields. Of lectures, discussions supplemented by assigned laboratory work in which microcomputers are utilized. 3 hrs. lec., 2 hrs. lab./Term I, II and III.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

COP 1180 Introduction to Pascal Programming 3 semester hours

An introductory course in computer programming using the Pascal language concepts of flowcharts, structure, sorting, information, processing solution to equations, array manipulation and sub-routines are studied. Term I and II. 3 hrs. lec. and 1 hr. lab.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

COP 1266 Introduction to RPG 3 semester hours

An orientation to the terminology, procedures and use of electronic equipment in data processing. Business applications, related to punch card and magnetic tape systems, are programmed in RPG (report program generator) language. Prerequisite: COC 1300 or instructors approval. 3 hrs. lec., 2 hrs. lab. Terms/On Demand.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

COP 2111 Advanced Topics in Fortran Programming 3 semester hours

The course is designed to introduce some Fortran programming techniques beyond those in introductory courses. Topics related to arrays, subprograms, tape and disc processing are presented through lecture-discussions alternating with problem solving laboratory periods. Prerequisite: An introductory Fortran course or instructor's approval.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

COP 2122 Cobol II 3 semester hours

The student utilizes previous studied programming languages. Problems are selected which provide for more sophistication in file creation, maintenance, use of sub-programs, and special programming techniques. Prerequisite: COP 1120, 3 hrs. lec., 1 hr. lab./Term I, II and III.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

COP 2400 Computer Programming 3 semester hours

IBM 370 assembly language and the disc operating systems are utilized. Disc and tape files are used extensively through lectures and laboratory procedure involving programming and debugging techniques. Prerequisite: COP 1120C or instructors approval. 3 hrs. lec., 1 hr. lab./On Demand. Term I, II and III.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

COP 2401 CICS/COBOL Programming 3 semester hours

A programming course designed to teach advanced concepts of the assembler language (BAL). The student will also become acquainted with the latest communications and teleprocessing languages and techniques. Prerequisites: COP 1120C and COP 2400 or instructors approval. 3 hrs. lec., 1 lab. hr./Terms I and II.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

COOPERATIVE EDUCATION

*** 2949 3 semester hours**

Co-op Work Experience

A course designed to provide training in a students

field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Student will be assigned specific course prefixes* related to their academic major prior to registration. All students must contact the Cooperative Education office to obtain registration approval.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=144

CRIMINAL JUSTICE

CCJ 1020 Introduction to Criminal Justice 3 semester hours

Course will examine the philosophy and history of law enforcement. Included are a survey of criminal justice problems and crime, organization and jurisdiction of local, state and federal enforcement agencies, and a survey of professional qualifications and opportunities. 3 hrs. lec./Term I, II, and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 1100 Survey of Law Enforcement 3 semester hours

A survey course designed in enforcing various criminal laws. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 1220 Criminal Law 3 semester hours

Courses will be concerned with the sources and elements of criminal law. Emphasis will be placed on criminal law as related to law enforcement officers with particular attention given to the rights and responsibilities of officers in enforcing various criminal laws. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 1230 Criminal Evidence and Court Procedures 3 semester hours

An examination of the rules governing the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, testimony and courtroom procedures. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 1250 Constitutional Law 3 semester hours

An examination of the U.S. Constitution, its Amendments and its impact on present day Criminal Justice practitioners. 3 hrs. lec./Term I, II and III.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=03

CCJ 1300 American Corrections 3 semester hours

An overview of American corrections system; its development, local problems, state prison and institutional procedures, treatment approaches, future trends, and related facilities and agencies. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 1410 Police Administration I 3 semester hours

Principles of organization, administration and functioning of police departments to include inspection and control, personnel, training and operations. Prerequisite: CCJ 1020, CCJ 1300 or permission of instructor. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 1420 Police Administration II 3 semester hours

A continuation of CCJ 1410 with emphasis on operational services, records, communications, custody, etc. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 1440 Confinement Facilities 3 semester hours

Reviews the origin and development of jails, prisons, and correctional facilities. A study of institutional procedures including physical plant, custody and control, administration management procedures, inmate treatment, and preparation for return to the community. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 2330 Probation and Parole Procedures 3 semester hours

Examines this important community-based treatment aspect of the corrections system. Reviews philosophy and development, the pre-sentence investigation, and supervision methods. Juvenile practices are also included. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 2350 Correctional Casework 3 semester hours

A practical career development course covering the basic working procedures in the corrections field. Includes interview techniques, report writing, counseling and supervision in correctional and community settings, and a look at specialized problems such as vocational and educational deficiencies, and alcohol and drug addiction. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 2631 Comparative World Police Agencies 3 semester hours

A study of the role of the various police agencies in the Anglo-American countries, the European continent, Japan and under Communist regimes to include the role and function of police organization, selection, and training; operational procedures, and crime rates. This course will include case and group studies of selected countries. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 2933 Corrections Seminar 3 semester hours

This course will be a survey of the corrections system including guest speakers from related disciplines, field trips to confinement facilities, and projects involving local agencies concerned with the corrections process. Prerequisite: CCJ 1020 and CCJ 1300 or permission of the instructor. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CJT 2100 Criminal Investigation I 3 semester hours

The investigation activity of a police department is studied to evaluate its organization, functioning and relationship with other divisions and agencies. Emphasis is placed on the administration, report writing and procedural aspects of investigation. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CJT 2110 Criminal Investigation II 3 semester hours

An introduction to the scientific aspects of investigation known as criminalistics, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory. Special fee charged, see STUDENT FEES. 1 hr. lec., 2 hrs. lab./Term I, II and III.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

CJT 2120 Forensic Photography 3 semester hours

This course will develop the specific skills with emphasis

on photography utilized in the processing of evidence from collection through identification, evaluation and preparation for the courtroom. Prerequisite are CJT 2100 and CJT 2110. Special fee charged, see STUDENT FEES. 1 hr. lec., 2 hrs. lab./Term I, II and III.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

CJT 2130 Criminalistics Practicum 3 semester hours

The knowledge and skills developed in the prerequisites are coordinated in practical exercises, which will develop expertise in the complete processing of crime scenes. Special fee charged, see STUDENT FEES. 1 hr. lec., 2 hrs. lab./Term I and II.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

CJT 2420 Traffic Problems and Administration 3 semester hours

An examination of the police responsibility in the area of motor vehicles and traffic problems to include the areas of engineering, education and enforcement. The organization and operation of a traffic activity will be developed and techniques for enforcement investigation and prevention will be studied. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DENTAL ASSISTING

DEA 1000 Introduction to Dental Assisting 1 semester hour

An overview of dentistry and the dental assisting profession including its history, ethical and legal aspects, duties and responsibilities of the dental health team, professional organizations, and proper conduct and grooming of the dental assistant. Corequisite: DES 1022C or instructors approval. 1 hr. lec./Term I.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DEA 1022C Pre-Clinical Orientation 7 semester hours

Designed to orient the student to the dental office and the use and sterilization of all instruments and equipment used in the practice of dentistry. Both pre-clinical laboratory and clinical experience are included. Corequisite: DES 1100, DES 1200C and DEA 1300 or instructors approval. Both pre-clinical laboratory and clinical experience are included. Corequisites: DES 1100C, DES 1210C and DEA 1300 or instructor approval. Special fee charged, see STUDENT FEES. 4 hrs. lec., 12 hrs. lab./Term I.

Lect Hrs=64 Lab Hrs=? Othr Hrs=00

DEA 1130 Allied Dental Theory 4 semester hours

Designed to acquaint the student with basic body structures, functions and diseases which affect dental treatment. Basic concepts of microbiology and their relevance to sterilization. General aspects of oral pathology including common pathological conditions of the mouth, teeth, and their supporting structures will be covered. Additional consideration will be given to the pharmacological properties, therapeutic applications and any toxicities or contraindications of drugs and medicaments commonly used in dentistry. Essential material on the symptoms, treatment and equipment required to render adequate care for the common office emergencies will be included. Prerequisite: DES 1020C and DES 1003 or instructor approval. Corequisite: DEA 1300C or instructor approval. 4 hrs. lec./Term II.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

DEA 1200 Practice Administration of the Dental Office 2 semester hours

The study of efficient dental office management. Basic concepts to be presented will include telephone etiquette and communication, guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing techniques of collection and billing, filing of patients records and procedures for tax and health insurance forms. Typing proficiency must be demonstrated by the student for course completion. Prerequisite: DEA 1022C and DEA 1000 or instructors approval. Corequisite: DEA 1800C or instructors approval. 2 hrs. lec./Term II.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

DEA 1300 Preventive Dentistry 2 semester hours

Emphasis is placed on the development of a plaque control program to meet individual patient needs. Materials on methods of toothbrushing, supplementary aids for oral physiotherapy and the use of fluorides in preventive dentistry will be presented. Corequisite: DEA 1022C or instructor approval. 2 hrs. lec./Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

DEA 1302 Nutrition in Dentistry 1 semester hour

A study of basic nutritional components & principles will be presented. Particular emphasis will be placed on those nutrients known to be of importance in the maintenance of good dental health. Prerequisite: DEA 1300 or instructors approval. 2 hr. lec./Term II(A).

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DEA 1800C Clinical Practices and Procedures I 4 semester hours

Practicum phase provides the opportunity for each student to receive closely supervised individual instruction in all phases of chairside assisting. Accompanying lecture series acquaints the student with the necessary background material and assisting procedures involved in each dental specialty. Prerequisite: DEA 1022C, DEA 1100C and DES 1210C or instructors approval. Corequisite: DEA 1200 and DEA 1130 or instructors approval. Special fee charged, see STUDENT FEES. 1 hr. lec., 12 hrs. lab./Term II.

Lect Hrs=16 Lab Hrs=? Othr Hrs=00

DEA 1804C Clinical Practice II 6 semester hours

Practicum phase is a continuation of DEA 1800C with the addition of a supervised externship program utilizing dental offices and public health facilities in the community. Accompanying lecture demonstration series focuses on selected dental topics pertaining to effective dental assisting and the additional duties permitted by rules and regulations of the Florida State Board of Dentistry. Special fee charged, see STUDENT FEE. Prerequisite: DEA 1800C, DES 1210C and DEA 1022C or instructors approval. Field experience. 30 hrs. minimum per week./Term IIIA

Lect Hrs=12 Lab Hrs=00 Othr Hrs=?

DEA 1820C Expanded Functions I 2 semester hours

The course is designed to provide the basic knowledge and clinical practice necessary for the dental assisting student to perform the expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry. Corequisite: DEA 1022C or instructors approval. Special fee charged, see STUDENT FEES. 2 hrs. lec., 1 hr. lab./Term I.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

DEA 1821C Expanded Functions II 2 semester hours

The course is designed to be a continuation of Dental Auxiliary Expanded Functions I. It will provide the basic knowledge and clinical practice necessary to perform the more complex expanded functions permitted by the Rules and Regulations of Florida State Board of Dentistry. Prerequisite: DEA 1820C and DEA 1022C or instructors approval. Special fee charged, see STUDENT FEES. 4 hrs. lab./Term II.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DEA 2940 Dental Practicum 3 semester hours

Designed to provide an opportunity for continued practice in dental assisting procedures while the student is completing the general college courses necessary to meet the requirements of an Associate in Science degree. Prerequisite: DEA 1022C and DEA 1800C or instructors approval. Arranged hrs./Term II.
Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

DES 1003 Basic Anatomy and Physiology 2 semester hours

A basic anatomy and physiology course designed specifically to meet the needs of dental assisting students. Emphasis will be placed on the human body structure, functions of its components and associated diseases which affect the total care of the dental patient. Corequisite: DEA 1020C or instructors approval. 2 hrs. lec./Term I.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

DES 120C Dental Anatomy and Physiology 3 semester hours

The study of head and neck anatomy with emphasis placed on the structure morphology and function of the primary and permanent human dentitions. Corequisite: DES 1003 or instructors approval. 3 hrs. lec./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DES 1100C Dental Materials 3 semester hours

Designed to familiarize the student with the various types of materials, their physical properties and characteristics, proper manipulation and designed application in the practice of dentistry. Projects demonstrating proficiency in the technical applications and proper manipulation of specified dental materials will be required. Special fee is charged, see STUDENT FEES. Corequisite: DEA 1022C or instructors approval. 1 1/2 hrs. lec., 3 hrs. lab./Term I.
Lect Hrs=24 Lab Hrs=48 Othr Hrs=00

DES 1210C Dental Radiology 2 semester hours

Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to physical behavior, radiation hazards, biological effects, protection and control methods and proper techniques for exposing, processing and mounting of X-rays. Laboratory exercised demonstrating proficiency in these techniques will be required. Corequisite: DEA 1022C or instructor approval. 2 hrs. lec., arranged lab./Term I.
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

DES 2300 Dental Psychology 1 semester hour

This course will offer material on the basic theories of psychology, which enable the dental assistant to possess a greater understanding of why people act as they do. Included in the course are practical techniques for effective patient management and basic guidelines for establishing a better interpersonal relationship

between the dental assistant, dental staff and the dental patient. Prerequisite: DEA 1022C, DEA 1000 and DEA 1300 or instructors approval. 1 hr. lec./Term IIB. Corequisite: DEA 1800C or instructors approval.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DIETETIC TECHNOLOGY

DIE 1270 Nutrition Clinical Practice II 3 semester hours

Supervised field experience designed to develop and test competence in the application of nutrition knowledge and principles to individual patient care. Corequisite: DIE 2412. Prerequisite: HUN 1201 9 hrs. wkly./Term II.
Lect Hrs=32 Lab Hrs=112 Othr Hrs=00

DIE 2202 Nutritional Diet Modifications 1 semester hour

A summary of normal nutritional components and their usage as building blocks in the modification of disease processes by special diet therapy. A survey of special diets, and servings is included. Required for nursing, dental and medical assisting students. Prerequisite, corequisite APB 1220, APB 1221, APB 1224, APB 1225, Term I, II and IIIA.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DIE 2222 Nutrition Care In The Community & Institution 3 semester hours

Examination of menu planning for patients requiring regular or modified diets and its implementation, both at home and in the institution. Review of community agencies involved in health care. Introduction to basic diet instruction skills. Prerequisite: HUN 1201. Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DIE 2243 Applied Nutrition 3 semester hours

A further investigation of nutrition in diet therapy, and its relationship to normal nutrition. Examination of the etiology, clinical manifestations, and dietary treatment of many disease conditions. A study of the total nutritional care of the patient. Prerequisite: DIE 2222, HUN 1201, DIE 2412. Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DIE 2271 Nutrition Clinical Practice III 3 semester hours

Supervised field experience designed to develop and test competencies in utilizing diet manuals and medical technology incorporating dietary changes in menu patterns and in evaluating the role of diet therapy in the institutional setting. Corequisite: DIE 2222. Prerequisite: DIE 1270 and HUN 1201. 9 hr. wkly., term I.
Lect Hrs=32 Lab Hrs=112 Othr Hrs=00

DIE 2272 Nutrition Clinical Practice IV 4 semester hours

Supervised field experience to develop and test competencies in diet history interviewing, assessment of nutrient intake and evaluation of dietetic services, in relation to production and human resources. Prerequisites: DIE 2271 and DIE 1270. 12 hrs. wkly. Term II.
Lect Hrs=32 Lab Hrs=160 Othr Hrs=00

DIE 2412 Nutrition Counseling and Education 3 semester hours

Interviewing and instructional techniques in the application of diet therapy using video tapes, and

role playing. Educational methods and their application to nutrition. Study of various social and cultural influences on food habits, a review of the impact of food misinformation on the public. Prerequisite, corequisite: HUN 1201. Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FSS 1302 Management Clinical Practice II 4 semester hours

Supervised field experience to develop and test competencies in employee supervision. Emphasis on job analysis and employee selection, interviewing, training and budgeting. Corequisite: HFT 1210. 12 hrs. wkly. Term II.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

FSS 2301 Dietary Department Operations 2 semester hours

A study of the organization and management of food service in health care facilities. Examines the role of the dietary department in relation to other departments of the institution. Trends in methods of food service in the hospital and extended care facilities are studied. Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

FSS 2304 Management Clinical Practice III 4 semester hours

Supervised field experience to develop and test competencies in food and labor costing and controlling. Emphasis on forecasting food, and labor requirements; purchasing of food and storeroom operations; food and labor standards. Corequisite: FSS 2500. 12 hr. wkly. Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=64

FSS 2306 Management Clinical Practice IV 2 semester hours

Supervised field experience to develop and test competencies in financial management. Emphasis on report analysis and evaluation; computation of tests for liquidity, solvency, etc. Computation and use of break even analysis. Prerequisite: FSS 2304. 6 hrs wkly. Term II.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=64

FSS 2307 Dietetic Seminar 1 semester hour

Study of current nutrition problems and recent findings. Content designed to meet needs and interests of students. Prerequisite: HUN 1201. Term II.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

HSA 2111 Health Care Facilities and Delivery Systems 3 semester hours

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HUN 1201 Essentials of Nutrition 3 semester hours

Study of nutritional science, the nutrient interrelationships and the nutritional needs of persons at various stages of the life cycle. Particular emphasis will be placed on diet therapy in the modification of disease processes. This course is open to all allied health students only or permission of the instructor. 3 hrs. lec. Term I, II, and IIIA.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ECONOMICS

ECO 1010 Survey of Economics 3 semester hours

One-term survey of economic institutions and economic

analysis. Course considers both individual decision-making units and the functioning of the economy as a whole, with some emphasis on current economic problems. It is primarily designed for terminal programs, or for students whose time is limited to a less intensive study than the two-term principles of economics course. (Credit will not be given for both this course and ECO 2013.)

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ECO 2013 Principles of Economics I 3 semester hours

Introductory course in economic principles and analysis stressing macroeconomics. Areas covered include: basic economic problems and concepts, functioning of an enterprise economy, business organization and finance, public finance, national income accounting and analysis, and money and banking. Meets area 5 AA degree general education requirements. 3 hrs. lec. Term I, II, and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ECO 2023 Principles of Economics II 3 semester hours

Extension of ECO 2013 stressing microeconomics. Deals with: price theory, income distribution, international trade and finance, economic growth, and comparative economic systems. Prerequisite: ECO 2013 or instructor approval. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ECO 2220 Money & Banking 3 semester hours

General survey of the economics of money and banking. Areas covered include: the nature and functions of money; monetary standards; structure and functions of the Federal Reserve System; monetary policy; monetary theory and the price level; interrelation of monetary and fiscal policy; recent monetary problems; international finance. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ECO 2001 Comparative Economic Systems 3 semester hours

Survey of various world economic systems. Analysis will be made of the five economic systems which consist of Marxist Leninist, Social Democrat, Third World Socialist, Mixed Economics, and Capitalist Course Structure. Will consider individual decision making units and the functioning of the various economics as a whole.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ECS 2390 The Economy of Spain 3 semester hours

An analysis of the Spanish Economic System. Topics studied include historical development, public and private sectors, agriculture and industry, and foreign trade relations. Offered in conjunction with the Semester-in-Spain program. Meets area 8 AA degree general education requirements.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EDUCATION

EDF 1430 Introduction to Tests and Measurements 3 semester hours

Designed for the in-service teacher, this course deals with planning and constructing teacher-made tests; trying out and evaluating teacher-made tests; evaluation of standardized tests results; measurement programs;

- and the history and philosophy of the development of the measurement movement in education. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EDF 2005 Perspectives in Education** 3 semester hours
A study of the principles of American education with emphasis on historical, philosophical, and sociological bases of education and their impact on curriculum development. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EDF 2210 Educational Psychology** 3 semester hours
This course comprehensively reviews the psychological principles relevant to effective teaching and learning. Consideration is given to cognitive development, intelligence, motivation, creativity, moral development, social control, learning styles, and group dynamics. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EEC 1201 Pre-school Education** 3 semester hours
This course reviews behavior and growth patterns relative to the learnings of the pre-school child. Program development and techniques in instruction are considered. Prerequisite: EEC 1602 or permission of the instructor. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EEC 1311 Pre-school Activities** 3 semester hours
Curricula for and activities of the pre-school child, is the focus of this course. Prerequisite: EEC 1201 or corequisite EEC 1201 or permission of the instructor. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EEC 1312 Pre-school Materials** 3 semester hours
Literary reflections, story telling, puppets, dramatics and creative communications as related to pre-school child is the substantive content of this course. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EEC 1602 Child Development and Behavior** 3 semester hours
This is a study of the progressive development of the child 3-6 years; covering physical, intellectual, emotional, and social stages of his or her relationships to the child in his or her environment. Prerequisite: EEC 1601 or permission of the instructor. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EME 2300 Audio Visual Aids** 3 semester hours
This course deals with the operation and use of various forms of projectors, tape recorders, amplifiers, and other audio visual equipment. It includes instruction in the preparation of display materials, source of free and inexpensive materials, filmstrips, films, and recordings. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- Lect Hrs=32 Lab Hrs=32 Othr Hrs=00**
- CET 2131C Microprocessors II** 5 semester hours
Analysis of 8 bit and 16/32 bit microprocessors and microcomputers, with emphasis on logic, timing and interfacing. The student will design logic and programs to interface memory and peripheral devices in a microprocessor based system. Programming the Motorola 68000 microprocessor is included in the course. Prerequisite: CET 1123C.
Lect Hrs=32 Lab Hrs=64 Othr Hrs=00
- ECM 2104 Calculus for Electronics** 4 semester hours
Introduction to differential and integral calculus and its application to the solution of problems involving electronic networks driven by time varying sources.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00
- EET 1015C D C Circuits** 5 semester hours
The study of direct current circuits with an emphasis upon the analysis of current, voltage, power and resistance in a variety of circuit forms. OHM's Law, Kirchhoff's Laws, and many network theorems are studies in detail along with much laboratory practice. Electromagnetism, inductance and capacitance are also covered in the course. Corequisite: MTB 1321.
Lect Hrs=64 Lab Hrs=32 Othr Hrs=00
- EET 1105C Linear Techniques I** 5 semester hours
Semiconductor principles, rectifier diodes, zener diodes, BJT amplifiers, negative feedback amplifiers, differential amplifiers, operational amplifier fundamentals, field effect transistors, small signal JFET amplifiers, MOSFET technology. Prerequisite: EET 1015C.
Lect Hrs=48 Lab Hrs=48 Othr Hrs=00
- EET 2004C Introductory Electronics** 3 semester hours
A survey course for non-electronics majors. Topics include DC/AC circuits, circuit components, active devices, linear and digital integrated circuits, amplifiers, rectifiers, logic circuits, and electronic communication systems.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EET 2120C Linear Techniques II** 4 semester hours
Power amplifiers, thermal effects in semiconductors, thyristors, rectifier power supplies, voltage and current regulations, operational amplifier applications, special devices. Prerequisite: EET 1105C.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- EET 2123C Circuit Analysis** 4 semester hours
Analysis of multisource networks, both AC and DC, the application of various network reduction theorems, frequency response analysis, high pass, low pass and frequency selective filters, oscillator circuits, computer aided analysis of active and passive circuits. Prerequisites: ETE 1002C, EET 1105C.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- ETD 1614C Electronic Drafting** 2 semester hours
The content includes lettering, electronic symbols, schematic and block diagrams, printed circuit diagrams and lay out procedures. 1 hr. lec. 3 hrs. lab. Term I, II, and IIIA.
Lect Hrs=16 Lab Hrs=48 Othr Hrs=00
- EET 1002C A C Circuits** 5 semester hours
The study of alternating current circuits with an emphasis on impedance, current, voltage and power relationships. Network analysis theorems applied to AC circuits, transients in RC and R/L circuits, series and parallel resonance, and problems in power factor.

ELECTRONICS TECHNOLOGY

- CET 1123C Microprocessors I** 4 semester hours
Study of the organization and operation of a stored program digital computer with emphasis on CPU operation in response to assembly and machine language instructions. Methods of selecting and operating I/O devices under program control will also be studied. Prerequisite: ETE 1600C.

Extensive laboratory practice, especially in transient circuit analysis. Prerequisite: EET 1015C. Corequisite: MTB 1322.

Lect Hrs=64 Lab Hrs=32 Othr Hrs=00

ETE 1600C Digital Techniques 5 semester hours

The study and application of digital logic circuits. Topics include binary, octal and hexadecimal numbers systems, boolean algebra, Karnaugh mapping, logic gates, flip flops and registers, applications in combinational and sequential logic systems. Extensive laboratory practice.

Lect Hrs=64 Lab Hrs=32 Othr Hrs=00

ETE 2400C Electronic Communications 4 semester hours

Upon completion of this course, the student will demonstrate knowledge of basic electronic communications systems, RF amplifiers and oscillators amplitude modulation, single side band modulation frequency, and phase modulation, pulse modulation, demodulation, digital communication methods and video displays. Prerequisite: EET 2123C. 2 hrs. lec. 2 hr. lab.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

ETE 2761 Robotics Process Control One 3 semester hours

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ETE 2762 Robotics Process Control II 3 semester hours

Electric motors A/C, D/C stepper, speed and direction control open loop control, servomechanisms proportional, derivative and integral, control, industrial electronic control systems.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ETE 2763C Robotics 3 semester hours

Types of robotic movements, types of robots, robot control methods, sensory control, types of end adapters, degrees of freedom, applications of industrial robots. Laboratory experience on hydraulic, and electrical robots. Computer control applications are part of the laboratory experience.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

ETG 1110 Technical Measurements and Calculations 2 semester hours

Methods of obtaining data and its presentation; graphs, tables and formulas. Significant accuracy, percent error, mental approximations and use of scientific calculators in technology. The use of digital and analog multimeters for the measurement of voltage, current and resistance.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

EMERGENCY MEDICAL SERVICES

EMS 1031 EMT for Allied Health 3 semester hours

Introductory survey of emergency medical services including medical & legal aspects; techniques of CPR; emotional trauma; laboratory application of skills and procedures involved in life-threatening emergencies as seen in hospitals, medical and dental offices and daily living. Designed to acquaint the student with emergency medical techniques; does not qualify the student for certification as an EMT. Registration for this course is limited to students enrolled in Allied Health programs. 36 hrs. lec., 12 hrs. lab./Term I,

II and III.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

EMS 1059 First Responder 3 semester hours

This course is designed to provide training in emergency medical care for those who are apt to be the first persons responding to an accident. Principles of basic emergency medical care with the use of minimal equipment and supplies is emphasized. Instruction covers the actions necessary to minimize patient suffering and prevent further injury. Topics include CPR at AHA Basic Rescuer level, common medical emergencies, shock trauma injuries, emergency child birth, environmental injuries, and introductory extrication. Training includes practical skills sessions. This is a required course for Fire Science, but it is an Allied Health class. Check catalog under Emergency Medical Technology or Allied Health for details. 32 hrs. of lec., 16 hrs. lab./Term II.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

EMS 1119 Basic Training Courses/EMT 6 semester hours

This course is designed to prepare the Basic Emergency Medical Technician in accord with U.S. Dept. of Transportation curriculum and Florida State EMS guidelines. Includes an introductory survey of emergency medical services including medical legal/ethical aspects. Role of the EMT, CPR at the American Heart Association Basic Rescuer level, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergencies, patient transportation, emergency childbirth, and basic extrication. Successful completion of EMS 1119, 1119L and 1431 provide eligibility for Florida State EMT certification examination. Defensive Driving Certificate. Admission to this course requires departmental approval. Co-requisites: EMS 1119L, 1431. 96 hrs. lec./Terms I, II and III.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

EMS 1119L Basic Training Courses/EMT 1 semester hour

Lab practice and testing of basic emergency medical technician skills included in the Department of Transportation EMT-Ambulance curriculum and Florida State EMS guidelines. Skills include CPR at AHA Basic Rescuer level, patient assessment, triage, airway maintenance, bandaging, splinting, MAST suit application, emergency childbirth, and basic extrication. Successful completion of co-requisites: EMS 1119, EMS 1119L, and EMS 1431 leads to eligibility to take Florida State EMT certification examination. Health and accident insurance is recommended. 32 hrs. lab./Terms I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

EMS 1381 Emergency Medical Review 2 semester hours

This course is designed to review the basic knowledge and skills of emergency care, and to introduce the student to current methods, use of new equipment and changes in medico-legal aspects of emergency medical care. Successful completion of this course with a grade C or better leads to Florida State Recertification EMT. This course may also be used by those who wish to prepare for the Florida State EMT certification examination. 24 hrs. lec., 8 hrs. lab./Term I, II and III.

Lect Hrs=24 Lab Hrs=08 Othr Hrs=00

EMS 1431 Emergency Medical 2 semester hours

Technician Clinical

Practical application of EMT clinical knowledge and skills under professional supervision. Provides for directed experiences in local hospitals and field observation/experience in emergency vehicles. Successful completion of EMS 1119, EMS 1119L, and EMS 1431 provides eligibility for Florida State EMT certification examination. Observation of autopsy required. Health and accident insurance recommended. Liability insurance required. 84 hrs. clinical/Term I, II and III.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=84

EMS 2219 Paramedic I 6 semester hours

First paramedic level course for the Florida certified emergency medical technician. Advanced life support material is based on the U.S. Department of Transportation paramedic modular curriculum and Florida State EMS guidelines. D.O.T. Modules 1 to 6 are covered. Topics include role and function of the paramedic, human systems and patient assessment, shock and fluid therapy, general pharmacology, respiratory, and cardiovascular emergencies. Prerequisites: EMS 1119, EMS 1119L, 1431. Certification as Florida State EMT required. Interview and/or testing and departmental approval needed for admission to this course. 96 hrs. lec./Term I, II and III.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

EMS 2219L Paramedic 1 semester hour

Lab practice and testing of Advanced Life Support skills included in Department of Transportation 15 module Paramedic curriculum and Florida State EMS guidelines. Students are expected to have mastered EMT basic life support skills prior to this course. Skills include patients assessment, triage, fluid therapy administration, medication administration, use of airway adjuncts including esophageal and endotracheal intubation, EKG monitoring, arrhythmia interpretation, defibrillation and cardioversion techniques, and other resuscitation measures. Health and accident insurance recommended. 32 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

EMS 2229 Paramedic II 6 semester hours

Second level paramedic course based on U.S. Dept. of Transportation paramedic modular curriculum and Fla. State EMS guidelines. D.O.T. Modules 7 to 15 covered. Topics include: central nervous system emergencies, trauma care, medical, obstetrical and gynecological emergencies, pediatric care and neonatal transportation, emergency care of the emotionally disturbed, theory of extrication and rescue techniques, telemetry and communication. Successful completion of EMS 2229, 2229L, and 2436 provides eligibility for Florida State paramedic certification examination. Prerequisites: EMS 2219, 2219L, 2435. Corequisites: EMS 2229L, 2436. 96 hrs. lec./Term I, II and III.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

EMS 2229L Paramedic 1 semester hour

Additional practice and testing of Advanced Life Support skills included in Dept. of Transportation 15 Module Paramedic curriculum and Florida State EMS guidelines. Emphasis is on management of selected patient care institutions include: trauma care, pediatric resuscitation measures, obstetrical, medical and psychiatric emergency care techniques and environmental injuries. Telemetry and radio communication usage stressed during patient care situations and disaster drill. Successful completion of EMS 2229, 2229L, and 2436

provides eligibility for paramedic State certification examination. Health and accident insurance recommended. 32 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

EMS 2311 EMT Leadership 2 semester hours

Introduces the student to basic supervisory skills and teaching skills through lecture and care presentation. Prerequisite: EMT and paramedic certificate courses. Corequisite: EMS 2421. 32 hrs. lec./Term II/On Demand.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

EMS 2331 Air Transportation 3 semester hours

Discusses physiology of flight, effects of flight on persons with health problems and emergency care during air transportation of patients. Prerequisite: EMT paramedic certificate courses. 48 hrs. lec./Term I/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EMS 2361 Water Injury Management 3 semester hours

Provides theory and clinical experience in emergency management of aquatic injuries. Students must be certified divers. Prerequisite: EMT and paramedic certificate courses. 36 hrs. lec., 12 hrs. lab./Term III/On Demand.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

EMS 2391 Paramedic Review 3 semester hours

Recertification
This course is designed to review and update the graduate paramedic in the delivery of emergency medical services. The course will review U.S. Department of Transportation 15 Module Paramedic curriculum and cover current developments and changes in the EMS field. Successful completion of this course with a grade C or better enables the student to be recertified as a Paramedic in the State of Florida. Prerequisite: EMT and paramedic certification courses. 48 hrs. lec./Term I, II, and III.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

EMS 2395 Topics in Emergency Medical Services 1 semester hour

This course is designed as a seminar in emergency medical care. Topics for the graduate paramedic and others interested in the delivery of pre-hospital emergency medical services. Seminar topics will review the U.S. Department of Transportation fifteen Module paramedic curriculum and cover current developments. Updates and changes in the EMS field. Course content may be submitted to the state of Florida EMS office as continuing education contact hours for paramedic and EMT recertification. 16 hrs. lec./On Demand.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

EMS 2421 Practicum Rescue 5 semester hours

Internship
Practicum provides the opportunity for each student to serve as a member of an advanced life support team. This course is designed to enable the student to develop competency in the clinical skills expected of an emergency medical technician and to gain experience in clinical problem solving. Conference meetings and clinical rotations will be arranged with the course coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisite: EMT and paramedic certificate courses.

Corequisite: EMS 2311. 100 hr. clinical/Term II/On

Demand.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=??

EMS 2435 Paramedic I Clinical 2 semester hours
Beginning clinical course stressing Advanced Life Support skills for the paramedic student. Provides for directed supervised experiences in local hospitals and observation/experiences in emergency vehicles. Health and accident insurance recommended. Observation of autopsy may be required. Liability insurance required. 122 hrs. clinical/Term I, II and III.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=126

EMS 2436 Paramedic II Clinical 2 semester hours
Second level paramedic clinical course stressing Advanced Life support skills for the advanced paramedic student. Provides for directed supervised experiences in local hospitals and observation/experiences in emergency vehicles. Health and accident insurance recommended. Liability insurance required. 122 hrs. clinical/Term I, II and III.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=134

EMS 2511 Emergency Respiratory Therapy 3 semester hours
Instructs the student in the various modes of respiratory therapy applicable in the emergency situation including the use, indications, contraindications and complication of each. The operation, maintenance and safety consideration of the equipment used will be incorporated. Prerequisite: EMT and paramedic certificate courses. 48 hrs. lec./Term I/On Demand.
Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

EMS 2512 Endotracheal Preceptor 3 semester hours
Practicum provides the opportunity for each student to receive physician-supervised instruction and clinical experience in endotracheal intubation. Conference meeting and rotations will be arranged with the course coordinator. Attendance at group orientations prior to assignment is mandatory. Professional liability insurance is required. Prerequisite: EMT and paramedic certificate courses. 16 hr. lec., 48 hrs. clinical/Term III/On Demand.
Lect Hrs=16 Lab Hrs=16 Othr Hrs=00

EMS 2513 Crisis Intervention 3 semester hours
Deals with the emotional responses of persons in emergency situations as well as the emergency care of the mentally ill person. Includes the legal aspects of caring for the emotionally ill person. Prerequisite: certification courses or corequisite PSY 2012. 48 hrs. lec./Term II/On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EMS 2514 Physical Assessment 3 semester hours
Will develop skills in the psycho-social history and physical assessment of the emergency patient. Prerequisite: EMT certificate courses. 48 hrs. lec., 12 hrs. lab./Term I/On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EMS 2515 Emergency Care of Children 3 semester hours
Deals with the emergency care of children with acute health problems, the effects of illness upon normal growth and development and the legal aspects of caring for children. Prerequisite: EMT certificate courses. 48 hrs. lec., 12 hrs. clinical lab./Term II/On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EMS 2517 Practicum 3 semester hours

Obstetrical Preceptor

Practicum provides the opportunity for each student to receive supervised instruction and clinical experience in the care of the obstetrical patient. Conference meetings and rotations will be arranged with "Hrse coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisite: EMT and paramedic certificate courses. 16 hrs. lec., 48 hrs. clinical/Term III/On Demand.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=48

EMS 2551 ACLS Provider Advanced Cardiac Life Support 1 semester hour
The ACLS provider course is specifically designed to prepare Paramedics, Physicians, Nurses and Allied Health specialists in recognition and intervention in the acute myocardial insult, for both adults and children. Curriculum centers around the understanding of acute myocardial-infarction, invasive monitoring techniques, resuscitation, airway management, cardiac dysrhythmiz recognition, and treatment including appropriate pharmacological agents. Individuals successfully completing this course will be given American Heart Association ACLS certification. Enrollment is limited with priority given to those needing ACLS certification for the State of Florida Paramedic recertification. Prerequisite: BLS-CPR, Paramedic, MD, RN, Respiratory Therapist or Demonstrated Needs. Corequisite: EMS 2391. 1 hr. lec.
Lect Hrs=06 Lab Hrs=14 Othr Hrs=00

ENGINEERING

EGN 1120C Engineering Drawing 3 semester hours
Graphics as a means of communication for engineers. This is accomplished through sketching, use of instruments, and knowledge of orthographic projection. Areas of proficiency include drawing to scale, plan reading, construction of auxiliary, and sectional views, construction of pictorials, knowledge of accepted practices and convention, and the use of tables for limits and fits. Corequisite: MAT 1033. 3 hrs. lec./Term I and II.
Lect Hrs=48 Lab Hrs=48 Othr Hrs=00

EGN 1130C Descriptive Geometry 3 semester hours
Orthographic representation, fundamental problems of the point, line, and plane with special emphasis on visualization in order to develop the ability to think in three dimensions. Practical applications to problems in engineering. Prerequisite: EGN 1120C or instructors approval. Six hours weekly. On demand.
Lect Hrs=48 Lab Hrs=48 Othr Hrs=00

BUILDING CONSTRUCTION AND CIVIL ENGINEERING

BCN 1272 Building Construction Plans Interpretation 2 semester hours
Develop the student's ability to quickly interpret working drawings. Emphasis is on architectural and structural details with limited coverage on mechanical and electrical aspects. 2 hrs. lec.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

BCN 1610 Building Construction Estimated Fundamentals 2 semester hours
An analysis and determination of building construction costs. Commences with the classification of materials,

- labor, and sub-contracted work into the smallest manageable units. Development of a simple estimate for a residential structure. 2 hrs. lec.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- BCN 1616 Building Construction Advanced Estimation** 2 semester hours
Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- BCN 1721 Building Construction Planning and Cost Control** 2 semester hours
A study of time-cost relationship for various building construction operations. Includes preplanning and continuous scheduling of work flow and comparative analysis of actual and estimated costs for construction projects. 2 hrs. lec.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- BCN 1740 Building Construction Law** 2 semester hours
A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and sub-contractor, materialmen, and mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors. 2 hrs. lec.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- BCN 1750 Building Construction Financing** 2 semester hours
A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and bid bonds, company profits, cash flow, and business loans. 2 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BCN 1930 Building Construction Special Topics** 2 semester hours
An introductory survey course for the student presently working in the building construction industry. Subjects discussed include comprehensive study of the South Florida Building Code.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- BCN 2230 Building Construction and Methods** 2 semester hours
Designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- BCN 2561 Mechanical and Electrical Systems** 3 semester hours
Acquaints student with mechanical and electrical equipment commonly used in high-rise and commercial buildings. Presents fundamentals of air conditioning, heating, lighting, communicating and wiring for electrical equipment. Includes a study of specialty equipment such as solar heating.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BCN 2614C Construction Planning and Estimating** 3 semester hours
A study of construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment, methods of construction and safety standards. The student is required to make quantity takeoffs from a set of plans to do pricing of labor and materials.
Lect Hrs=16 Lab Hrs=48 Othr Hrs=00
- BCN 2704 Building Construction Insurance** 2 semester hours
Examines the different types of insurance required by law or contract for building construction projects and personnel engaged thereon, i.e., casualty, liability, and products insurance; workmen's compensation; and unemployment compensation. Also covers employee benefits and additional insurance available, i.e., group life and hospitalization, paid vacations, retirement benefits, profit sharing programs, etc. 2 hrs. lec.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- BCN 2712 Building Construction Supervision** 2 semester hours
Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, and safety regulations.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- BCN 2742 Contractor's License Preparation** 4 semester hours
A study designed to prepare for the General Contractor's examination. State and Federal Laws, safety codes, building codes, construction methods and technology, and practical field knowledge leading to class I, II or III license. Special fee charged, see STUDENT FEES.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00
- ETC 1250 Materials and Processes** 2 semester hours
Introduces the materials and processes commonly used in building construction. Provides background relating to physical properties, sources and costs. Includes a study of standard manufacturing processes and recent methods of application. Should be taken concurrently with ETE 1223L. 2 hrs. lec.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- ETC 2410 Structural Design** 3 semester hours
Simplified design of reinforced concrete structures including beams, columns, footing, retaining walls and pile foundations. Classification of soils and interpretation of borings from the standard penetration test. Prerequisite: ETG 2530 or equivalent. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ETD 1111 Technical Drafting** 1 semester hour
Course is designed to provide basic knowledge of the standard of mechanical drafting. Subjects covered include applied geometry, basic dimensioning, pictorial representations, auxiliary views, sections, conventions, intersections, developments, finish marks, surface symbols, tolerances, fits, allowances, screws, keys, pins, rivets and springs. The student learns to recognize and use the ASA standard welding symbols. Must be taken concurrently with ME 101 (Offered on Central and North campuses).
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- ETD 1121C Civil Drafting I** 3 semester hours
Introduces drafting techniques required for producing contract drawings related to foundations, concrete and steel structures, roof framing, etc. Emphasis is

placed on linework, lettering and familiarity with all sections of the South Florida Building Code. Student is required to provide his own drafting tools. College provides drafting tables and blue-line print machine. Special fee charged, see STUDENT FEES. 1 hr. lec., 3 hrs. lab.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

ETD 1212C Civil Drafting II 3 semester hours

Intermediate course in drafting with emphasis on detailing reinforced concrete and steel structures. Student is required to prepare complete contract drawings for a specific project. Fundamentals of graphical methods for stress analysis of trusses. Special fee charged, see STUDENT FEES. 1 hr. lec., 3 hrs. lab.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

ETE 1223L Materials Testing Lab 1 semester hour

Introduction of A.S.T.M. procedures for testing concrete and steel, soils, and other building materials. This course should be taken concurrently with ETC 1250. 2 hrs. lab.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

ETG 2530 Strength of Materials 2 semester hours

A study of statics and strength of materials without the use of advanced mathematics. Introduction to solving problems using an electronic calculator. Should be taken concurrently with ETG 2530L. 2 hrs. lec.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

ETG 2530L Strength of 1 semester hour

Materials Lab

Laboratory sessions emphasize typical solution of problems applied to structural engineering with the help of computers. This course should be taken concurrently with ETG 2530. 1 hr. lab.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

EVS 2231 Water Supply and 3 semester hours

Waste Water Disposal

A single course covering the sources, treatment and distribution of potable water; and the collection, treatment and disposal of wastewater. Field trips include inspection of local facilities.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SUR 1931 Special Topics 2 semester hours

Land Surveying Computations

The student will work problems such as plat computation, section, township and range calculations; error of closure; method of balancing surveys curve computations; quantity computations and general survey calculations. Emphasis on state plane coordinate system. (4 hr. lab.) Prerequisite: MAT 1024 or MAC 1142. Corequisite: MAC 1114. Offered on South campus.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

SUR 2001 Surveying I 1 semester hour

The theory of construction of surveying including the use and care of surveying instruments. This course should be taken concurrently with SUR 2001L. 1 hr. lec.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

SUR 2001L Surveying I Lab 2 semester hours

The student is required to assume various duties as a member of a survey party. Field practice includes setting corner stakes, batter boards, bench marks. This course should be taken concurrently with SUR 2001. 3 hrs. lab.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

SUR 2200C Route Surveying 3 semester hours

Highway surveying including horizontal and vertical curves. Traverse computations using the electronic calculator. Familiarization with advanced techniques such as laser, sonar, tellurometer and geodimeter equipment.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

SUR 2400C Land Surveying 3 semester hours

A study of the legal aspects of land surveying, including section surveys, metes and bounds descriptions, plat law, water boundaries and office procedures. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SUR 2932 Special Topics 3 semester hours

Land Surveying II

Continuation of Land Surveying I, emphasizing the practice of surveying and the writing of legal descriptions. Areas to be studied include legal principles of retracement under federal rules, combinations of sequence and simultaneous conveyances, locating reversion rights, riparian and littoral owners, state statutes and regulations, standard of practice, field and office guidelines, performing the survey, legal authority and liability of the surveyor. Prerequisite: Land Surveying I. (2 hrs. lec., 2 hrs. lab.) Offered on South Campus.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

ENGLISH English/Composition

ENC 0010 English: 3 semester hours

Non-Transferable

This course includes a study of basic grammar and usage as it applies to readings and discussions of relevant literature. It will also encompass a survey of the fundamentals of composition. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 0012 Basic Review 4 semester hours

for College English

A simplified study of the functions of parts of speech, clauses, sentence types, capitalization, punctuation, and spelling with the intention of improving the students basic writing skills, includes a combination of individual tutoring conferences and classroom and writing laboratory activities. Special fee is charged. See student fees. 33 hr. lec. 1 hr. lab./Term I, II, and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 1000 Fundamentals 4 semester hours

of Composition

Designed for students who need a developmental course in composition emphasis on the study of the logical structure and support of exposition through the study of punctuation, grammar and the writing of sentences, paragraphs, and at least one 500 word theme. Recommended corequisite: REA 1105. Special fee charged, see STUDENT FEES. Credit for this course may not be used to meet degree requirements. 3 hrs. lec., 1 hr. lab. Term I, II, and III.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

ENC 1101 Composition 3 semester hours

A University parallel course in which the student is trained to write expository themes in various modes. Research methods are introduced and library orientation is required. Each student is encouraged to use the writing lab to strengthen writing skills. Placement in ENC 1101 is determined by assessment tests or successful completion of ENC 1000. A student must

earn a grade of "C" or higher to meet the requirements of the Gordon Rule. Special fee charged, see STUDENT FEES.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 1102 Composition 3 semester hours

A composition course stressing structural and analytical writing, including narration and argumentation. Selected readings in prose, drama, and poetry supplement the course and provide additional topics for discussion and written assignments. Students use variety of research and investigative techniques to produce in depth documented papers on liberal arts subjects. Students must earn a "C" or better. Prerequisite: ENC 1101 with a "C" or higher. Students must pass either ENC 1102 or ENC 2210 to fulfill area 1 general education requirements for the AA degree.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 1613 Introduction to 3 semester hours

Creative Writing — Articles

Student writing as the basis for critical discussion with emphasis on analysis of the elements of article writing prerequisite: ENG 101 or instructor's approval.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 2210 Technical 3 semester hours
Report Writing

A composition course stressing analytical writing for business, science and technology. Assignments include letters, memos, resumes, reports, proposals, and the use of graphics, tables, and figures. Students use a variety of research and investigative techniques to produce in depth documented papers on science, business or technological subjects. Students must earn a "C" or better. Prerequisite: ENC 1101 with a "C" or higher. Students must pass either ENC 1102 or ENC 2210 to fulfill area 1 general education requirements for the AA degree. Terms I, II, III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENG 1001 English Grammar 3 semester hours

Includes parts of speech tense, case, mood sentence patterns, and punctuation. Designed for English majors students who desire further work with grammar, and students enrolled in a beginning foreign language course. 3 hr. lec./on demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENGLISH/CREATIVE WRITING

CRW 1001 Creative 3 semester hours

Writing I

Student writing as the basis for critical discussion with emphasis on fundamental aspects of poetry, fiction, and drama. Prerequisite: eligibility for ENC. 1101 3 hrs. lec./Term I, and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CRW 1100 Fiction 3 semester hours

Writing

Student writing as the basis for critical discussion with emphasis on analysis of the elements of fiction. Prerequisite: ENC 1101 or instructor approval. 3 hrs. lec./on demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CRW 1200 Magazine 3 semester hours

Writing

Student writing as the basis for critical discussions with emphasis on analysis of the elements of article writing. Prerequisite: ENC 1101 or Instructors approval.

On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

CRW 1300 Poetry Writing 3 semester hours

Student writing as the basis for critical discussion with emphasis on analysis for the elements of poetry. Prerequisite ENC 1101 or instructor approval/on demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

CRW 1400 Introduction to 3 semester hours
Creative Writing Script

Student writing as the basis for critical discussion with emphasis on analysis of the elements of script. Prerequisite: ENC 1101, or the instructor's approval. 3 hrs. lec./on demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

CRW 2002 Creative 3 semester hours
Writing Workshop II

A continuing development of creative writing ability. Prerequisite: CRW 1001, CRW 1100, CRW 1300, or ENC 1200. 3 hrs. lec./on demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

CRW 2006 Advanced Creative 1 semester hour
Writing Workshop

A continuing development of creative writing ability. Students may work on independent writing projects and may take the course for five weeks 1 credit, ten weeks 2 credits, or fifteen weeks 3 credits. Prerequisite: CRW 2002 or by instructors approval. On demand. Directed independent study.

Lect Hrs=16

Lab Hrs=00

Othr Hrs=00

CRW 2007 Advanced Creative 2 semester hours
Writing Workshop

A continuing development of creative writing ability. Students may work on independent writing projects and may take the course for five weeks 1 credit, ten weeks 2 credits, or fifteen weeks 3 credits. Prerequisite: CRW 2002 or by instructors approval. On demand. Directed independent study.

Lect Hrs=32

Lab Hrs=00

Othr Hrs=00

CRW 2008 Advanced Creative 3 semester hours
Writing Workshop

A continuing development of creative writing ability. Students may work on dependent writing projects and may take the course for five weeks 1 credit, ten weeks 2 credit, or fifteen weeks 3 credits. Prerequisite: CRW 2002 or by instructors approval. On demand. Directed independent study.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ENGLISH LITERATURE

AML 2012 Amer. Lit. 3 semester hours

Colon. to 1900

Selected masterpieces of American literature before 1900, including works of Hawthorn, Whitman, Melville, and Crane. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./Term I.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

AML 2023 American Literature 3 semester hours

Selected masterpieces of American literature from 1900 on, including works of Faulkner, Frost, and Hemingway. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./Term II.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ENL 2013 British Literature 3 semester hours
Traces the growth of the modern mind, the development of the world view, and the changing relationships between man and woman, man and authority, man and art, man and God, in British Literature through the 18th century. With emphasis on Chaucer, Shakespeare, and Milton. Critical and documented papers required. 3 hrs. lec./Term I. 2 and 5 AA degree general education requirements.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENL 2023 British Literature 3 semester hours
A study of man's relationship to the natural environment, the increasing sense of social responsibility, the liberated woman, the continuing intellectual revolution, and the origins of current social and economic problems, in British literature of the nineteenth and twentieth centuries, including such writers as the romantic poets, Tennyson, Browning, Hardy, Yeats, Shaw, Eliot, and Thomas. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./Term II. Critical and documented papers required.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENL 2330 Introduction to Shakespeare 3 semester hours

An introductory study of selected plays of Shakespeare—their origin, historical backgrounds, cultural contexts, literature quality, and critical evaluation—including the viewing of the BBC produced series of the plays and other films. Meets area 2 and 5 AA degree general education requirements. 3 hrs lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 1370 Literature of the Bible 3 semester hours

Readings of the Hebrew text; philosophical and exegetical analysis based on classical commentators, selections from early prophets. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2020 Introduction to the Short Story 3 semester hours

A discussion of contemporary social thought and problems included in the American and European short story. Audio-visual materials are used when appropriate and students are encouraged to suggest stories for reading and discussion. May include such authors as Poe, Updike, Hawthorne, Hemingway, O'Connor, and Bradbury. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2030 Great Ideas in Poetry 3 semester hours

A course in which students read poetry to learn ways to express love, happiness, sorrow, and other human emotions. Audio-visual materials are used, and guest speakers are invited. Students are encouraged to read poems and discuss poets of their choice. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2100 The Film as Literature 3 semester hours

Introduction to the film as literature: an examination of the elements of film contrasted to the elements of novels and plays, with emphasis on the basic components of fiction, as translated into visual images. The course provides an opportunity for viewing significant films

and sharing in their evaluation. Meets area 2 and 5 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2110 World Lit through Renaissance 3 semester hours

Selected masterpieces of world literature before 1611. Emphasis on the Greek myth, epic, and drama; the Bible and Shakespeare. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I. Critical and documented papers required.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2120 World Lit Renaissance to Present 3 semester hours

Selected masterpieces of world literature since 1610. Thematic approach to man's search for identity in such authors as Racine, Balzac, Dostoevsky, Goethe, Pirandello, Ibsen, Camus, Hesse, and Lorca. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I and II. Critical and documented papers required.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2311 Literature of the Supernatural & SCI Fiction 3 semester hours

A course that prepares the students for the future through imaginative explorations of distant planets, future times, and supernatural forces. Audiovisual materials are used, and guest speakers may be invited. The variety of authors includes Asimov, Bradbury, and Heinlein. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2341 Mystery Fiction 3 semester hours

A discussion of mystery fiction by investigation of the plot, characters, settings, styles, motifs, and development of the most representative authors of detective, police procedural, spy, and mystery thriller fiction, including Poe, Christie, Doyle, Hammett, and others. Meets area 2, and 5 AA degree education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2350 Afro-American Writers 3 semester hours

Fiction, nonfiction, poetry, and drama by American and African writers since 1920, including Richard Wright, Ralph Ellison, James Baldwin, Leroi Jones, Peter Abrahams and Lorraine Hansberry. Meets area 2, and 5 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2390 Male/Female Images in Literature 3 semester hours

An exploration of the ways literature represents and perpetuates sex roles in society with particular emphasis on the stereotyping of women. Readings include drama, short stories, novels, and poetry from classical to contemporary. Meets area 2, and 5 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2935 Seminar in Literature 3 semester hours

Literary topics of special interest to students. Such course offerings may be: Western Literature, the study of the great novels, or Ethnic Literature. Lectures class discussions may also include films. Meets area

2 and 5 AA degree general education requirements.
3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2950 Travel Seminar 1 semester hour
in Literature

A combination of classroom preparation plus travel.
Variable content depending on areas to be visited.
Prerequisite: Instructor's permission.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

LIT 2951 Travel Seminar 1 semester hour
in Literature

A combination of classroom preparation plus travel.
Variable content depending on areas to be visited.
Prerequisite: Instructor's permission.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

LIT 2951 Travel Seminar 1 semester hour
in Literature

A combination of classroom preparation plus travel.
Variable content depending on areas to be visited.
Prerequisite: Instructor's permission.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

LIT 2952 Travel Seminar 15 semester hours
in Literature

A combination of classroom preparation plus travel.
Variable content depending on areas to be visited.
Prerequisite: Instructor's permission.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2953 Travel Seminar 3 semester hours
in Literature

A combination of classroom preparation plus travel
variable content depending on areas to be visited.
Prerequisite: instructor's permission.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

LIT 2954 Travel Seminar 4 semester hours
in Literature

A combination of classroom preparation plus travel
variable content depending on areas to be visited.
Prerequisite: instructor's permission.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

LIT 2955 Travel Seminar 5 semester hours
in Literature

A combination of classroom preparation plus travel
variable content depending on areas to be visited.
Prerequisite: instructor's permission.

Lect Hrs=80 Lab Hrs=00 Othr Hrs=00

ENGLISH AS A SECOND LANGUAGE

ESL 0481 English 6 semester hours
as a Second Language

An intensive course in beginning English for speakers of other languages. Provides development in writing, classroom speaking, listening, vocabulary development, and study skills, which includes note taking and using reference guides such as the dictionary and thesaurus.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

ESL 1400 Basic English 3 semester hours

Designed to guide the student to mastery of basic english communicative skills. The approach is multisensorial involving listening, speaking, reading, and writing techniques of language acquisition with prime emphasis on phonemic production and vocabulary acquisition. May be transferred as an elective for the general education requirements. 3 hrs. lec./Term I

and II.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ESL 1401 Basic English II 3 semester hours

Designed to guide the students toward acceptable pronunciation, phrasing and intonation of oral American English through exercise material. Predicated upon the students social and academic needs. May be transferred as an elective for the general education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ESL 1441 English as a 6 semester hours
Second Language Language Composition

A course in intermediate English for speakers of other languages. Deals with classroom speaking and listening and emphasizes development in writing skills. Encompassing complex sentence structure and various forms of paragraph development. Leading up to the 500 word theme. May be transferred as an elective for the general education requirements. 6 hrs. lec./Term I, II and III.

Lect Hrs=96

Lab Hrs=00

Othr Hrs=00

ESL 1485 English 4 semester hours
Composition

Designed for English as a second language students who need a developmental course in composition. Emphasizes punctuation, grammar, sentence structure, and the logical structure and support of exposition through the writing of sentences, paragraphs, and at least one multi paragraph theme. Recommended corequisite: REA 1105. Prerequisite: ESL 0481, ESL 1441 (or permission by the instructor). Special fee charged, see STUDENT FEES. 3 hrs. lecture, 1 hr. lab./Term I, II, III.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

ESL 1930 Special Topics 4 semester hours
in English as a Second Language

Continuing work in intermediate English for speakers of other languages. Provides continued development in writing, classroom speaking, and listening.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

FASHION DESIGN

CTE 1930 Principles of 3 semester hours
Clothing Construction

Basic course, developing skills in wardrobe planning, pattern and fabric selection, machine usage, and construction techniques. Including their application in construction of apparel for personal use. Special facilities needed: Arrangements have been made to use the Nova/Davie Community School clothing lab at no charge.

Lect Hrs=15

Lab Hrs=15

Othr Hrs=00

FINANCE

FIN 1100 Personal Finance 3 semester hours

Survey of the areas of which personal, daily economic problems must be solved by all people. Course attempts to guide each person in receiving the best results for his money in the following areas: buying on credit, borrowing money, using your bank, investing savings, all forms of insurance, home ownership vs renting, investing in stocks and bonds, obtaining investment information, income taxes, social security and medicare, retirement planning and annuities, estate planning,

wills, and trust. 3 hrs. lec./On Demand/Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FIN 2600 Finance of International Trade 3 semester hours
A general survey of international trade, transportation modes, cargo insurance and a review of special terminology. Explanation and description of the various terms of sale, used in overseas transactions. Export, pricing and quotations. Working with foreign exchange. Export and Import documentation and procedures. International payments, and collections, and documentary credits. Major sources of bank finance of international trade. Alternative financing techniques.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FIRE SCIENCE

FFP 1000 Introduction to Fire Science 3 semester hours
This introductory course will examine the evolution of the modern fire department, chemistry and physics of fire, fire hazard properties of materials; combustion; theory of fire control; importance of fire protection; public fire defenses; and other materials pertinent to fire service. 3 hrs. lec./Term I, II and III. Any student who satisfactorily completed the State Standard Certification Requirements (272 hours) will automatically be awarded 3 semester hours in lieu of Introduction to Fire Science.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 1100 Fire Administration I 3 semester hours
An introduction into the comprehensive field of management in the fire service as it relates to fire protection. The Fire Department itself, its relationship to the insurance industry, the professional community, the state and federal governments and an overview in respect to contemporary management, and planning concepts. 3 hrs. lec./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 1203 Fire Prevention: Theory and Application 3 semester hours
Fundamentals of Fire Prevention—A study of fire causes and effects, the Fire Prevention Bureau, laws, regulations and standards, sprinkler, and standpipe systems, detection, devices, contents, and its hazards, the inspection process, fire prevention enforcement, local decisions, fire investigations, records, and reports. 3 hrs. lec./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 1320 Fire Protection Through Building Construction 3 semester hours
Course examines objectives and criteria of South Florida Building Code requirements for various types of occupancies, classification by types of construction, building materials, fire resistant standards, egress, permits, inspections, and standards, and other pertinent material for building construction. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 1400 Fireground Tactics & Strategy 3 semester hours
A study of tactics and strategy employed in extinguishing fires; preparation planning and an examination of company level field operations. Fire situations will be analyzed utilizing acceptable fire fighting tactics. 3 hrs. lec./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2101 Fire Administration II 3 semester hours
A continuation of FFP 1100. An updated comprehensive look at the management aspects of fire prevention, inspection services, fire control, emergency medical and rescue services, budgets, personnel, labor relations, and the measuring and evaluation of Fire Department productivity. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2130 Fire Department Supervision 3 semester hours
Study of superior-subordinate relationship, motivation, leadership, morale, discipline, work planning and other material related to supervision in the Fire Department. 3 hrs. lec./Term III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2150 Techniques of Instruction in the Fire Service 3 semester hours
Study of the instructor's role and responsibility, how to develop study habits, communication, human relations and concepts of learning and teaching, job analysis, identify teaching objects and demonstrate appropriate teaching methods, techniques, and performance evaluations. Course is required by the Florida Fire Fighters Standards Council for pre-office eligibility. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2240 Arson and Fire Investigation 3 semester hours
A study of the arson problems today (facts and figures), motives for arson, role of the fire department in arson suppression, chemistry of fire, determining origin and cause, and urban fires, automobile arson, explosions, the juvenile arson problems, interviews, notes, statements and reports, interrogation and presenting the arson case in the courtroom. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2402 Application of Fireground Tactics 3 semester hours
This course applies the basic principles learned in FFP 1400 to specific fire problems, e.g. churches, flammable gases and liquids, lumberyards, department stores, residential, supermarkets, warehouses. Included are additional pointers on solving these problems and those of a miscellaneous nature; also command responsibilities on the fireground. Prerequisite: FFP 1400. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2500 Hazardous Materials I 3 semester hours
Study of types of chemicals and processes, storage and transportation of chemicals, hazards of radioactive materials, precautions to be taken in fire fighting involving hazardous materials, laws of federal, state and local levels pertaining to such materials. 3 hrs. lec./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2501 Hazardous Materials II 3 semester hours
A continuation and expansion of FFP 2500 to include radioactive materials, corrosives, pesticides, rock propellants, and other related materials. Prerequisites: FFP 2500. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2600 Fire Apparatus and Procedures 3 semester hours
 Course offers study in evolution of fire apparatus; apparatus construction; pumps and pump accessories; pumping procedures; pump tests; trouble shooting; aerial ladders; aerial platforms; maintenance; driving fire apparatus. 3 hrs. lec./Term I.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FOOD SERVICE/HOTEL/MOTEL TECHNOLOGY

FOS 2100 Experimental Foods 3 semester hours
 Laboratory projects testing theories of food preparation, judging of products, and establishing standards of foods. Evaluation of effect of ingredient, proportion, time, manipulation, temperature, etc., on quality characteristics. Term II. 2 hrs. lec., 2 hrs. lab.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FOS 2201 Applied Food Service Sanitation 1 semester hour
 Applied Food Service Sanitation will help develop ability to use basic principles and current concepts in the area of Food Service Sanitation. 1 hr. lec./On Demand.
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

FSS 1120 Food and Beverage Purchasing 3 semester hours
 Basic information on sources, grades and standards, criteria for selection and purchasing. Estimates of raw materials needed and receiving and storage techniques leading to the development of standards and writing of specifications. Development of materials and their utilization in order to vary existing menus as well as to create new ones. On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FSS 1221 Volume Foods 3 semester hours
 Upon completion, the student will be able to demonstrate his ability in preparing a full dinner, lunch menu, set dining room, exhibit knowledge in clean up and sanitation, as well as being able to determine a food cost and set a price to a desired food cost. 2 hrs. lec., 2 hrs. lab./Term I, II and III.
 Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

FSS 1240 Classical Cuisine 3 semester hours
 (Lecture and Demonstration)
 Emphasis is placed on upgrading the professional culinary student as to new menu items and correct terminology. Application of standards to hot/cold hors d'oeuvres, appetizers, large and small dinner parties and pastry products. The student has the opportunity to observe preparation skills in detail, participate in writing recipes, watching the correct serving techniques and tasting the prepared food. Prerequisite: FSS 1221 or instructor approval. 2 hrs. lec., 2 hrs. lab./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FSS 1287 Dining Room & Lounge Operation 3 semester hours
 Emphasis is placed on familiarity with dining room and lounge preparation, service and inspection techniques. Food, beverage, wine, spirit, serveware and utensil terminology are studied as well as selling techniques used by waiters and waitresses. The importance of harmonious employer, employee and guest relations are stressed, as well as familiarity with the NCR 24 cash register and the NCR Class 5 Bar/Lounge billing machine. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FSS 1288 Fast Food Operation 3 semester hours
 Emphasis is placed on both preparation and equipment needed for fast food operation, including sandwich and breakfast cookery. The student performs 15 hours of practical work experience as scheduled by the instructor on site. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FSS 2242 International Cuisine 3 semester hours
 Emphasis is placed on international cookery as it applies to the proper modern menu use and selection. The course will include preparation of cold buffet, entree, dinner accompaniment and flambe desserts. The student has the opportunity to observe preparation skills, writing recipes, watching correct serving techniques and tasting the prepared food. Prerequisite: FSS 1240 or instructor approval. 2 hrs. lec., 2 hrs. lab./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FSS 2500 Food Service Costing and Controls 3 semester hours
 A cost managing approach to the study of food and labor controls. The relationship of food and labor costs to selling price; cost control procedures for recipes and menus; precast, precontrol techniques; and the preparation and utilization of management reports are examined. A review of mathematics and its application to practical problems. The emphasis is on the utilization of controls as a tool of management. Term I. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FSS 2614 Food & Beverage Merchandising 3 semester hours
 In Merchandising Techniques as applied to the restaurant industry, emphasis is placed on annual sales plan, which includes such items as sales budgeting, staffing, promotional themes, media exposure, direct mail, publicity, public relations and in-house promotion. Other topics that are included are menu art and design, layout and type, copy and originality that will produce a desired theme, decor and overall atmosphere. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HFT 1010 Introduction to Hotel-Motel Administration 3 semester hours
 Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

HFT 1210 Supervisory Development 3 semester hours
 Training in the techniques involved in the supervision of employees. Developing sound relations with other departments, group discussions, methods of improvement and development of cost consciousness. Term I and II. 3 hrs. lab.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HFT 1700 Introduction to Tourism Industries Administration 3 semester hours
 An overview to show the history, organization, problems, opportunities and possible future trends in the many areas which comprise the travel and tourism industries. Emphasis is on the economic benefits and social implications of tourism. This course would be beneficial to the purchaser of tourism services as well as the marketer. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

- HFT 1941 Operations and Service Practicum** 6 semester hours
Full-time "on the job" work experience in an approved segment of the food service/lodging industry coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with the student and his supervisors. Five written reports commensurate with assigned duties are required. 1 hr. lec., 15 hrs. other/On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=240
- HFT 2220 Organization and Personnel Management** 3 semester hours
Organization, supervision and direction of food service/lodging operations. Analysis of the internal organization structure and of administrative roles and functions. Consideration of new techniques of employment, training, promotions, job specifications, discipline and morale. The course borrows extensively from the behavioral sciences in emphasizing the human dimensions of management. Prerequisite: HFT 1210 or instructor approval. Term II. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- HFT 2290 Seminar in Contemporary Problems in Administration** 3 semester hours
Analysis of selected current major problem areas. Critical review of controls and techniques used to achieve management objectives. Projection of trends into the future and their impact upon the industry. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- HFT 2441 Systems Mgt. for Hospitality and Tourism Industry** 1 semester hour
Survey of the functions and procedures of computer-based management contrasted with more traditional methods of service delivery. 1 hr. lec./On Demand.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- HFT 2460 Financial Management** 3 semester hours
A study of accounting systems for the food service/lodging industries, with emphasis on operating statistics and financial reports. The utilization of financial statements by management. Prerequisite: FSS 2500, ACC 1009, ACC 2001, or instructors approval. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- HFT 2500 Marketing** 3 semester hours
How to sell and promote the many services the food service/lodging industries offer guests. How to secure business through a personal selling and all media of advertising and publicity. How to operate a sales and convention department. Prerequisite: sophomore standing. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- HFT 2511 Convention and Group Business Marketing Management** 3 semester hours
A study of the functions of the convention organizer and tour wholesaler in relation to the suppliers of travel and hospitality services. The responsibilities of each organization in the marketing channel are delineated. Marketing of facilities to the organizers and their marketing of the activity to the retailer and/or consumer are emphasized. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- HFT 2600 Legal Aspects of Hotel/and Tourism Operations** 3 semester hours
Nature and function of our legal system as it applies

to the operation of an inn. Innkeeper-guest relationship, contracts, torts, civil rights and insurable risks are emphasized. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

- HFT 2730 Tour Packaging** 3 semester hours
How to create, develop and sell package tours methods of customizing tours through the proper matching of destinations with market segments. Prerequisite: HFT 1700 or instructor approval. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

- HFT 2942 Management and Control Practicum** 6 semester hours
Continuation of HFT 1941 with emphasis on management techniques and control of men, money, and material. Six reports and a weekly seminar period are required within the 500 hours. 1 hr. lec., 15 hrs. other/On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=240

FRENCH

- FRE 1000 Elementary French Conversation** 3 semester hours
A custom-made course for those residents in the community who require a cursory knowledge of French to help them communicate with French-speaking people. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- FRE 1100 Beginning French I** 3 semester hours
Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises, supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with FRE 1101. 1 hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee is charged, see STUDENTS FEES. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- FRE 1101 Beginning French II** 4 semester hours
Continuation of FRE 1100. Further development of the basic skills. Selected readings. Prerequisite: FRE 1100 or its equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee is charged, see STUDENT FEES. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- FRE 1170 French Study Travel** 3 semester hours
A course designed for students who wish to combine the study of French with subsequent travel to a French-speaking region. Prerequisite: FRE 1100 or FRE 1000 or permission of instructor. Meets area 8 AA degree general education requirements. On Demand.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=336
- FRE 2200 Intermediate French I** 3 semester hours
Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in French prose. Conversation at an easy and enjoyable pace. Prerequisite: FRE 1101 or equivalent. Meets area 5 and 8 AA general education requirements. 3 hrs. lec./Term I/On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- FRE 2201 Intermediate French II** 3 semester hours
Emphasis on composition and comprehension and conversation. Interesting tour through French history,

geography and literature. Aim of course to give student a necessary background in the culture of France and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: FRE 2200 or equivalent. Meets area 5 and 8 AA degree general education requirement. 3 hrs. lec./Term II/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FRE 2240 Intermediate French Conversation 3 semester hours

Course may be taken in conjunction with FRE 2201 or FRE 2200 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in French to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required FRE 2200 course would allow. Prerequisite: FRE 1100, FRE 1101 or its equivalent. One hour language laboratory weekly. Special fee charged, see STUDENT FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./On demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FRE 2400 Advanced Composition and Conversation I 3 semester hours

For students wishing to attain greater proficiency in spoken and written French. Strongly recommended for majors. Conducted entirely in French. Conversation and composition based on selected readings and a variety of contemporary topics, together with an introduction to French literature. Prerequisite: FRE 2201 or its equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FRE 2401 Advanced Composition and Conversation II 3 semester hours

For students wishing to attain greater proficiency in spoken and written French. Strongly recommended for majors. Conducted entirely in French conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. Prerequisite: FRE 2201 or equivalent. Instructor approval. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FRW 2100 Studies in French Literature and Culture I 3 semester hours

Course enables student to read intelligently classical masterpieces in the literature of France from Middle Ages to nineteenth century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: FRW 2201 or equivalent. Instructor approval. Meets area 2, 5, and 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FRW 2101 Studies in French Literature and Culture II 3 semester hours

Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. This course completes the year of advanced literature. Humanities credit. Prerequisite: FRW 2201 or equivalent. Instructor approval. Meets area 2, 5, and 8 AA degree

general education requirements. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GENERAL BUSINESS

GEB 1011 Introduction to Business 3 semester hours

Basic study of the nature of business activity in relation to the economic society in which we live and how it is owned, organized, managed and controlled. Course content designed to give special emphasis on business vocabulary and career opportunities by surveying various areas of specialization as to personal characteristics and training. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GEOGRAPHY

GEO 2040 Regional Geography of the Western World 3 semester hours

Study of geographical characteristics, area relationships, and major problems of the Western world's component regions limited to Europe, North and South America, and the Caribbean. Meets area 5 and 8 AA general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GEO 1000 Introduction to Geography 3 semester hours

An analysis and human significance of interrelationships of man's environment, including climate, conservation of resources, pollution, population, and urban land use. Several nearby field trips are included. Meets area 5 AA degree general education requirements. 3 lec. hrs./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GEOLOGY

GLY 1010 Physical Geology 3 semester hours

Study of geologic agents, minerals, rocks, structure, and land forms. The effects of geologic events upon life and human relations are discussed. Students registering in GLY 1010 are strongly urged to register in the companion lab GLY 1010L. Some senior institutions require a 4-credit geology course. Three hours weekly. Meets area 4 or 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GLY 1010L Physical Geology Laboratory 1 semester hour

Study of common rocks and minerals including their classification and origin. The interpretation of landforms through the study of geologic maps. One two-hour laboratory weekly. Special fee is charged, see STUDENT FEES. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

GLY 1100 Historical Geology 3 semester hours

Study of the geologic record, including life forms, from precambrian to the present. Course embraces a study of geologic maps, orogenic history, stratigraphy and fossils. Some elementary field work is done. Meets area 4 A or 5 AA degree general education requirements. Special fee is charged, see STUDENT FEES. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ISC 1141 Earth Science 3 semester hours
 An introductory course in earth science, presented on TV, which stresses the relationship of civilization to events and phenomena occurring in geology, oceanography and meteorology.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ISC 1451 Global Systems 3 semester hours
Resources and Technology
 Most of the world's major problems, energy, food, population, environment, employment, crime etc. are problems involving systems, resources and technology. Increasingly the solution to these problems requires global perspectives. This course surveys the present and future for the world's resources. We are led to an understanding of how we got where we are and what is determining our future by use of one of the newest sciences, Cybernetics, the science of systems. Finally, we consider the relationship of human beings to technology in the present and in developing alternative futures.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ISC 1453 Energy & Society 3 semester hours
 A course to be presented in conjunction with the Miami Herald and Ft. Lauderdale News. A course showing the interrelationship between the sciences and humanities. The sources, types and uses of energy are related to the necessity for wise management of these resources by all peoples.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GERMAN

GER 1000 Elementary 3 semester hours
German Conversation
 A custom-made course for those residents in the community who require a cursory knowledge of German to help them communicate with German-speaking people. One hour language laboratory weekly. Special fee charged, see STUDENTS FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GER 1100 Beginning German I 3 semester hours
 Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions designed to develop confidence and proficiency. Student expected to continue with GER 1101. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I, II/On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GER 1101 Beginning German II 4 semester hours
 Continuation of GER 1100. Further development of the basic skills. Selected readings. Prerequisite: GER 1100 or its equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENTS FEES. 3 hrs. lec./Term II/On Demand.
 Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

GER 1170 German Study Travel 3 semester hours
 A course designed for students who wish to combine the study of German with subsequent travel to a German-speaking region. Prerequisite: GER 1100 or GER 1000 or permission of the instructor. Meets area 8 AA degree general education requirements. On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hr=??

GER 2200 Intermediate German I 3 semester hours
 Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in German prose. Conversation at an easy and enjoyable pace. Prerequisite: GER 1101 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I/On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GER 2201 Intermediate German II 3 semester hours
 Emphasis on composition, comprehension and conversation. Interesting tour through German history, geography and literature. Aim of course to give student a necessary background in the culture of Germany and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: GER 2200 or equivalent. Meets area 5 and 8 AA degree general education requirement. 3 hrs. lec./Term II/On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GER 2240 Intermediate German 3 semester hours
Conversation
 Course may be taken in conjunction with GER 2200 or GER 2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in German to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required GER 2200 course would allow. Prerequisite: GER 1100, or GER 1101 or its equivalent. One hour language laboratory weekly. Special fee charged, see STUDENT FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GEW 2010 Studies in German 3 semester hours
Literature and Culture
 A review of the language, philosophy, life and selected writings of the major German-speaking literary artists from the middle high German period to the masters of the twentieth century. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: GER 2200 or equivalent. Instructor approval. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

GEW 2011 Studies in German 3 semester hours
Literature and Culture
 A review of the literature and culture beginning with the German enlightenment to 1945. This is followed by a more detailed study of the German-speaking peoples' major writings and thoughts since World War II to the present. Humanities credit. Prerequisite: GER 2201. Meets area 8 AA degree general education requirements. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HEALTH RELATED PROFESSIONS (CONTINUING EDUCATION FOR)

NSP 2022 Health Assessment 5 semester hours
of the Adult Client
 This course focuses on assessment of the adult client as he or she fluctuates on the wellness-illness con-

tinuation. Techniques of physical assessment will be systematically taught in a illness head-to-toe approach. The skill of concisely recording the findings will also be included. 80 hrs. lec./Term I and II.

Lect Hrs=80 Lab Hrs=00 Othr Hrs=00

NSP 2107 Comparative Health Care Systems 6 semester hours
Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

NSP 2365 Care of the Critically Ill Newborn 4 semester hours

Course content includes the differential diagnosis of and response to the major catastrophic conditions of the newborn infant. Emphasis is based on the premature infant who is born in a level I or II, facility. 72 hrs. lec./On Demand.

Lect Hrs=72 Lab Hrs=00 Othr Hrs=00

NSP 2552 Coronary Care Nursing 9 semester hours

A Comprehensive cardiac course to review and add to the scientific knowledge needed by the coronary care nurse in the practice of her art. Specific skills and competencies shall be developed in the use of equipment and methods of care. Guidelines shall be presented for and guiding other members of the health care team in the effective application of the concepts of coronary care. Designed to foster an attitude of striving for excellence in knowledge, method, and technique. Developed by the Florida regional medical program as a standard coronary care course. Certificate awarded upon successful completion. Registration is selective and open only to those persons who are eligible to take or have taken the licensing examination. This is for the professional nurse.

Lect Hrs=140 Lab Hrs=00 Othr Hrs=00

NSP 2553 Introduction to Critical Care Nursing 5 semester hours

Designed for the Registered nurse desiring to enter the area of critical care who is currently working in another area. It is not designed for nurses currently working in critical care. The course will include topics related to intensive nursing care of patients with pulmonary, neurological, cardiovascular, renal, and metabolic disorders as well as psychosocial needs of critically ill patients. One clinical observation day in a critical care unit will be included.

Lect Hrs=80 Lab Hrs=00 Othr Hrs=08

NSP 2715 Emergency Nursing 6 semester hours

This 6 credit course has been developed to meet the needs of the emergency department or critical care nurse in supplementing basic nursing skills in the emergency area practice. Upon successful completion the student will be eligible for advanced cardiac life support certification through the American Heart Association as well as prepared to sit for the CEN Examination offered by the Emergency Department Nurses Association. This course will include clinical exposure to community emergency departments and emergency medical services mobile vehicle. Lab and insurance liability fees. 45 hrs. lec., 21 hrs. lab., 24 hrs. clinical/Term I and II. Book Required.

Lect Hrs=45 Lab Hrs=21 Othr Hrs=24

NSP 2770 Basic Operation Room Nursing 18 semester hours

This program is designed for the learner who is a new graduate nurse or a registered nurse with minimal or no operating room experiences. The goal of the program is to prepare the R.N. for initial employment

as an effective member of the surgical team in both the circulator and scrub roles, thus providing quality operation room nursing care. Lab and liability insurance fees. Book required. 72 hr. lec., 50 hrs. lab., 238 hrs. clinical/On Demand.

Lect Hrs=72 Lab Hrs=50 Othr Hrs=238

NSP 2860 Refresher Nurse Update 9 semester hours

This course has been developed to review current theory in relation to nursing practice so that the inactive R.N. may be able to move with confidence into a staff nurse orientation and return to practice. The material presented will emphasize trends in nursing practice and nursing education. Today changes in the fundamentals of nursing skills necessary for providing effective nursing care in a variety of situations and a reasonable comprehensive review of the up to date nursing management of the adult patient with a medical surgical problem. Various experiences will be provided to expose the returning R.N. to patient care. Team leading and nursing in special areas. 84 hrs. lec., 12 hrs. lab., 96 hrs. clinical/Term I and II.

Lect Hrs=84 Lab Hrs=12 Othr Hrs=96

HEBREW

HBR 1100 Beginning Hebrew I 3 semester hours

Fundamentals of speaking and understanding, reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions designed to develop confidence and a basic proficiency in modern Hebrew. Student is expected to continue with HBR 1111. One hour, language lab weekly is required. Meets area 5 and 8 AA general education requirements. Special lab fee is charged. 3 hrs. lec./Each Term/On Demand.

Lect Hrs=48 Lab Hrs=15 Othr Hrs=00

HBR 1101 Beginning Hebrew II 4 semester hours

Continuation of Hebrew 1110. Further development of the basic skills. Selected readings in the textbook. Prerequisite: HBR 1110 or its equivalent. One hour language lab weekly is required. Meets area 5 and 8 AA general education requirements. Special language lab fee is charged. 4 hours of lecture/Each Term/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HBR 2200 Intermediate Hebrew I 3 semester hours

Continuation in the instruction of the most salient grammar principles plus introduction of new Idiomatic material. Writings and selected readings in modern Hebrew prose. Conversation at a more advanced level and pace. Prerequisite: HBR 1111 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hours lecture/Each Term/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HBR 2201 Intermediate Hebrew II 3 semester hours

Review of all basic grammar principles. Emphasis on relative fluency in speaking. Comprehensive reading and writing skills sharpened. Limited cultural and historical information studied in the target language. This course completes the intermediate college level course in modern Hebrew. Prerequisite: HBR 2110 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hours lecture/Each Term/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HISTORY

AMH 2010 History of the United States 3 semester hours

Designed for a general understanding of U.S. history. Brief review of colonial period and revolution. More intensive study of national leaders, political, social, and economic developments from 1789 to 1877. Nationalism and expansion. Origins and events of the Civil War. Meets area 3 or 5 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AMH 2020 History of the United States 3 semester hours

One hundred years of U.S. history from the post-Civil War reconstruction period in the South to our involvement in South Vietnam. A general survey of the basic forces shaping American life; development of modern industrialism; organization of laborers and farmers; immigration. The progressive era; World War I; Prohibition; Depression and New Deal. The U.S. as leader of the Free World. Meets area 3 to 5 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AMH 2070 History of Florida 3 semester hours

A survey of Florida from 1492 to the present. Emphasis will be placed on the state's development since the civil war and its expectations for the future.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AMH 2091 History of the Afro-American 3 semester hours

A survey of the Afro-American beginning with his arrival in colonial America until the present time. Emphasis will be placed on his economic, political and cultural development and his contributions to our present society.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AMH 2420 Florida History 3 semester hours

A survey of Florida's history from Pre-European settlement to the present with emphasis on the unique features of this subtropical state, as well as its place in the general development of the United States as a whole. Among the topics covered: physical characteristics, Pre-Colombian Indians, European discovery and explorations; Spanish and English colonial periods; American purchase, the frontier territory, early statehood, role in the Confederacy; Reconstruction to 1876, Bourbon Reaction and Progressive Rebellion, land grants, immigrants, railroads, and drainage; 20th century to 1950: land booms, world wars, depressions; 1950 to the present: economic diversification, accelerating population growth, demographic changes, multicultural immigration, ecological concerns; the future problems, challenges, opportunities. 3 hrs. lec./Term III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 1000 Western Civilization 3 semester hours

A survey of Western Civilization from the Ancient Near East to the Seventeenth Century. Emphasis will be placed on the social, intellectual, political and cultural forces responsible for Western development. Meets area 3, 5, 8 AA degree general education requirements. May also be taken for honors credit. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 1001 Western Civilization 3 semester hours

Continuation of EUH 1000 to World War I with emphasis on expansion of the West. Meets area 3, 5, 8 AA degree general education requirements. May also be taken for honors credit. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 2050 History of Spain I 3 semester hours

The history of Spain as embodied in its literary, artistic, and social tradition. The major political, economic, and social forces in the nation's evolution before the 17th century.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 2051 History of Spain II 3 semester hours

Continuation of history of Spain I to present emphasis on social, political, and economic forces of contemporary Spain.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LAH 1004 The History of the Two Americas 3 semester hours

The North and South America story, from the day of the Indians, through the conquest and colonization of the whites to the beginning of today's revolutions. Meets area 3, 5, and 8 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LAH 1005 The History of the Two Americas 3 semester hours

The problems of today in the hemisphere, how they developed, why they changed and what will become of them with emphasis on inter-American relation in the areas of politics, economy and social structure. Meets area 3, 5, and 8 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

WOH 2040 World in the 20th Century 3 semester hours

A survey of the major political forces. Among the topics covered are: the end of European dominance; the rise of totalitarian regimes; the emergent nations; the cold war; and a look toward the 21st century.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HONORS

IDS 1150 Man and Environment I 3 semester hours

Offered over TV in cooperation with Miami-Dade Community College. The evolving nature of man and his value system. The trend toward urbanization of large populations and the consequent environmental pollution. Does not meet requirements for general education science.

Lect Hrs=04 Lab Hrs=00 Othr Hrs=44

IDS 1936 Honors 3 semester hours

Interdisciplinary Seminar

Honors Interdisciplinary Seminar is open to students who have attended Broward Community College for at least one term and have met the requirements for admission to the Honors Program. Discussions on a subject chosen by the members of the seminar are led by instructors from various disciplines, as well as by experts from outside the college. Students are required to do the assigned reading, participate in the discussions, do research on one aspect of the general subject and lead at least one seminar. Written work in the form of commentaries and annotated bibliographies is also required. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ID5 2190 A Review of the Evolution of Tech. Social Thoughts 3 semester hours
Based on Jacob Bronowski's book and videotape. The Ascent of Man from the classical cultures of the Mediterranean to the modern industrial civilizations of Europe and America today, and examines the contribution of major figures in the various sciences. Scientific truth is emphasized over other sources of truth such as tradition or authority. The arts and sciences are accorded equal importance in reflecting those facilities of humanity that render us unique in the animal world. Offered during one term per academic year, usually Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 1101 HON Composition 3 semester hours
Stresses expository writing with emphasis on critical discussion of student writing. Offered at least one term per academic year, usually Term I. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 1102 HON Composition 3 semester hours
Stresses research and documentation techniques, argumentative, descriptive, and narrative writing, and critical examination of various literary genres. Offered at least one term per academic year, usually Term II, 3 lec. hrs.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

At least one of the following Literature courses is offered during Term I and Term II of every academic year. Prerequisite: ENC 1101.

LIT 2110 HON World Literature I in Humanities 3 semester hours
Selected masterpieces of world literature before 1611. Emphasis on the Greek myth, epic and drama; the Bible; and Shakespeare. Critical and documented papers required. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2120 HON World Literature II in Humanities 3 semester hours
Selected masterpieces of world literature since 1610. Thematic approach to man's search for identity in such authors as Racine, Balzac, Dostoevsky, Goethe, Pirandello, Ibsen, Camus, Hesse and Lorca. Critical and documented papers required. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENL 2013 HON British Literature I in Humanities 3 semester hours
Trace the growth of the modern mind, the development of the world view, and the changing relationships between man and woman, man and authority, man and art, man and God, in British Literature through the 18th century, with emphasis on Chaucer, Shakespeare, and Milton. Critical and documented papers required. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENL 2023 HON British Literature II in Humanities 3 semester hours
A study of man's relationship to the natural environment, the increasing sense of social responsibility, the liberated woman, the continuing intellectual revolution, and the origins of current social and economic problems, in British Literature of the 19th and 20th centuries, including such writers as the romantic poets, Tennyson, Browning, Yeats, Shaw, Eliot, and Thomas. Critical and documented papers required. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1150 HON Modern Principles of Biology 3 semester hours
This course designed primarily for nonscience majors investigates modern principles of biology, while focusing on the nature and activities of living organisms. This course is offered at least one term of each academic year. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PSY 2012 HON General Psychology 3 semester hours
Scientific approach to basic principles of human behavior; emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. Written work (paper) required. This course is offered at least one term of each academic year, usually Term II. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

At least one of the following History courses is offered during Term I and Term II of every academic year.

AMH 2010 History of the United States 3 semester hours
Designed for a general understanding of U.S. history. Brief review of Colonial period and revolution. More intensive study of national leaders, political, social and economic developments from 1789 to 1865. Nationalism and expansion. Origins and events of the Civil War. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AMH 2020 History of the United States 3 semester hours
One hundred years of U.S. history from the post-Civil War reconstruction period in the South to our involvement in South Vietnam. A general survey of the basic forces shaping American life; development of modern industrialism; organization of laborers and farmers; immigration. The progressive era; World War I; Prohibition; Depression and New Deal. The United States as leader of the Free World. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AMH 2091 History of the Afro-American 3 semester hours
A survey of the Afro-American beginning with his arrival in Colonial America until the present time emphasis will be placed on his economic, political and cultural development, and his contributions to our present society. 3 lec. hours.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 1000 HON Western Civilization 3 semester hours
A survey of Western Civilization from the ancient Near East to the age of Louis XIV. Emphasis will be placed on the social, intellectual, political and cultural forces responsible for Western development. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 1001 HON Western Civilization 3 semester hours
Continuation of EUH 100 HON to present, will emphasis on expansion of the West. In all History courses, student papers and reports are required, as well as regular test. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

INSURANCE

ECO 2032 Insurance Economics 3 semester hours

This course includes both macro- and micro-economic principles and analysis. Areas covered include the economic behavior and nature of an enterprise economy, the market mechanism, tools of economic analysis, national income, accounting and analysis, money and banking, income distribution, problems of inflation and unemployment, and international economics. Micro-economic studies include prices and allocations, the competitive firm, monopolies, oligopolies, pricing problems, the market for factors of production, the problem of big business, and econometrics and the environment. (Preparation for CPCU Course 9). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 1001 Introduction to Risk and Insurance 3 semester hours

This course is an introduction to the topic of risk and insurance. The origins and evolution of insurance are discussed. The range of types of insurers are studied as well as the variety of coverages in showing the relationship of insurance to business activity and the national economy. To give the student (primarily as a consumer) a working knowledge of basic insurance contracts, the coverages and provisions of life, health, property, and liability policies for individuals are emphasized. Commercial property and casualty insurance is surveyed as are the functional areas of underwriting, rating, and adjusting. Special consideration is given to current topics such as Florida's "no fault" auto law, flood insurance, qualifications for agents and solicitors, government regulation of insurance, and recent changes by judicial decision or legislation affecting insurance. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RMI 2010 Principles of Risk and Insurance 3 semester hours

This course is primarily concerned with developing an understanding of the basic principles of risk and insurance as well as the nature and operation of the insurance business. Understanding is developed in the fundamental areas of: indemnity, insurable interest, negligence, co-insurance, subrogation, proximate cause, requisites of an insurable risk, probability, and many others. Important functional areas of rating, underwriting, and adjusting are considered as well as the subjects of regulation, reinsurance, powers and functions of insurance agents and brokers, company organization, and many other aspects of the insurance business. (Preparation for I.L.A. INS 21). Prerequisite: RMI 1001 or permission of instructor. 3 lec. hrs./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RMI 2013 Personal Loss Exposures and Their Treatment 3 semester hours

This course applies the risk management process and concepts to individual and family loss exposures. A detailed study of personal property, liability, life and health contracts will be made. Readings and case studies are included, illustrating the role of property and liability insurance, life and health insurance, social insurance, employee benefits, and coordinated insurance buying in personal risk management. Prerequisite: RMI 2300, or permission of instructor. (Preparation for CPCU Course 2). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2014 Commercial Property Loss Exposures and Treatment 3 semester hours

This course applies the risk management process to the analysis of commercial property loss exposures. Fire and allied lines policies and property forms are studied in detail. Exposures and insurance policies for business interruption and other indirect income and loss expenses, ocean marine, inland marine, bailments, crime and employee dishonesty are also studied in detail. Emphasis is also placed on controlling property losses and their effects. The literature, including case studies, focuses on the various property loss exposures which confront firms, and analyze those exposures and alternative methods of treatment, in addition to the detailed analysis of insurance coverages. Prerequisite: RMI 2300 or permission of instructor. (Preparation for CPCU Course 3). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2015 Principles of Risk Management and Insurance 3 semester hours

This course includes the study of the risk management framework and procedures for identifying, evaluating property, income, liability, and personnel loss exposures. The general guidelines for selecting the most appropriate risk management techniques will be explored together with the general characteristics of risk control and risk financing techniques. The insurance environment will be discussed together with basic legal concepts and the fundamentals of insurance contracts. (Preparation for CPCU Course I). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2091 Agents & Solicitors Course 3 semester hours

An introduction to insurance theory and insurance regulation, the standard fire policy, fire and allied lines coverages and elements of rating, dwellings risks, non-dwelling risks, business interruption forms. Torts and laws of negligence, principles of legal liability, basic concepts and elements of rating, family auto policy, basic auto policy, special auto package policy, comprehensive auto liability, garage insurance, Financial Responsibility Law, Florida Auto Regulations Act, JUA. Principles of legal liability, types of liability, fundamentals of coverage, coverage forms, elements of rating history and development of workers' compensation, Florida's Workers' Compensation Law, employer's liability insurance, rating, crime, fidelity and surety, combination crime and fidelity, glass, health or disability, aviation, boiler and machinery, ocean marine, inland marine, commercial multiple peril for motel-hotel apartment house, office mercantile, institutional, processing or service, industrial, optional coverages, Florida insurance rating law survey, and agency management and operation. Successful completion of this course meets the educational qualifications to sit for the General Insurance Agent's or Solicitor's State Licensing Exam. Recommended prerequisite: RMI 1001. 3 hrs. lec.

Lect Hrs=272 Lab Hrs=00 Othr Hrs=00

RMI 2110 Economic Security and Individual Life Insurance 3 semester hours

This course lays the economic and ethical foundation on which the life and health insurance business is based. It includes economic security needs, human behavior, professionalism and ethics in life and health insurance. Also familiarizes students with individual

life, health and annuity contracts, and life insurance programming, types of insurers, investments, financial statements, risk selection, taxation and regulation of companies are also covered. (Preparation for CLU Course HS 301).

Lect Hrs=51 Lab Hrs=00 Othr Hrs=00

RMI 2112 Casualty, Health, and Life Insurance 3 semester hours

Principal emphasis in this course is placed on understanding coverages, policy provisions, and concepts peculiar to the common casualty, surety, and multiple-line contracts, as well as life and health contracts. (Preparation for I.I.A. INS 23). Prerequisite: RMI 1001 or either RMI 2010 or RMI 2260 or permission of the instructor. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RMI 2118 Income Taxation 3 semester hours

The federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates also, the income taxation of transactions involving annuities as well as life and health insurance. (Preparation for CLU Course HS 307).

Lect Hrs=51 Lab Hrs=00 Othr Hrs=00

RMI 2130 Group Insurance & Social Insurance 3 semester hours

Analysis of group life and health insurance, including products, marketing, underwriting, reinsurance, premiums, and reserves. Also, various governmental programs related to the economic problems of death, old age, unemployment, and disability. (Preparation for CLU Course HS 303). Recommended prerequisite or corequisite: RMI 2110.

Lect Hrs=51 Lab Hrs=00 Othr Hrs=00

RMI 2219 Property and Marine Insurance 3 semester hours

Primary emphasis in this course is placed on understanding coverages, policy provisions, and concepts common to property and marine insurance. Contracts and forms will be analyzed and studied, ranging from standard fire policy to the property and inland marine coverages provided by multiple-line contracts. (Preparation for I.I.A. INS 22). Prerequisite: RMI 1001 or either RMI 2010 or RMI 2280; or permission of the instructor./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RMI 2225 Commercial Liability Loss Exposures and Treatment 3 semester hours

This course applies the risk management process and concepts to the analysis of commercial liability loss exposures. The literature, including case studies, focuses on the various liability loss exposures that confront firms, and analysis those exposures and alternative methods of treatment, including a detailed analysis of insurance coverages. A detailed study is made of insurance contracts covering automobile liability, liability arising out of premises and operations, contractual and independent contractor's exposures, products and completed operations, employer's liability and workers' compensation, professional liability, aviation exposures, and surety bonding. Survey cases including material covered in the previous commercial property loss exposure course. CPCU Course 3 are included on commercial property and liability loss exposures and their treatment. Prerequisite: RMI 2217

or permission of the instructor. (Preparation for CPCU Course 4). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2295 Insurance Issues and Professional Ethics 3 semester hours

The major portion of this course will analyze significant problems and issues which impact on the insurance industry. Concluding assignments will focus on professional ethics in general and The American Institute Code of Professional Ethics in particular. Readings concentration on such problems as unfair discrimination in property-liability rating, open rating, government insurers, captive insurer's role in risk mgmt., wrap-up insurance programs, worker's compensation, international insurance markets, insurance and inflation, professional liability, and the effects of current trends in tort law on insurance. (Preparation for CPCU Course 10). It is strongly recommended that this course be taken last, or concurrently with any remaining CPCU course work, due to the fact that Course 10 assumes a knowledge of the material in Courses 1 thru 9. 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2402 The Legal Environment of Insurance 3 semester hours

The study of the basic principles of law and their application to insurance situations. The legal principles involved in sales and secured transactions, partnerships, corporation, commercial paper, real and personal property, and bailments will be studied together with consumer and administrative law. Special emphasis will be placed on the areas of contract law and agency law with applications to insurance law and situations. (Preparations for CPCU Course 6). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2702 Insurance Company Operations 3 semester hours

This course includes a detailed analysis of insurer functions and activities. Included are product design; marketing; distribution methods; loss control activities; underwriting of property, liability, and multiple lines insurance; reinsurance; the claims functions and the study of adjusting of both property and liability claim; and rate making in property, liability, and multiple lines insurance, including schedule rating, experience rating, and retrospective rating plans. Prerequisite: RMI 2300 or permission of instructor. (Preparation for CPCU Course 5). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2724 Advanced Life Insurance Marketing 4 semester hours

Lect Hrs=65 Lab Hrs=00 Othr Hrs=00

ITALIAN

ITA 1000 Elementary Italian Conversation 3 semester hours

A custom made course for those residents in the community who require a cursory, knowledge of Italian to help them communicate with Italian-speaking people. One hour language laboratory weekly. Special fee charged, see STUDENT FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ITA 1120 Elementary Italian I 3 semester hours

Elementary Italian: Fundamentals of speaking, un-

derstanding, reading, and writing.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ITA 1121 Elementary Italian II 3 semester hours
 Elementary Italian: Continuation of ITA 1120.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

JAPANESE

JPN 1100 Beginning Japanese I 3 semester hours
 Fundamentals of speaking and understanding modern Japanese. Taught by self-instruction with tapes and with a Japanese mentor, and not by traditional methods, class room and teacher. Two hours per week session with mentor is required.
 Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

JPN 1101 Japanese II 3 semester hours
 Continuation of JPN 1100. Further development of the basic skills; selected readings. Prerequisite: JPN 1100 or its equivalent. Taught by self-instruction, with tapes, and with a Japanese mentor, and not by traditional methods, classroom and teacher. Two hours per week session with the mentor is required.
 Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

JPN 2200 Intermediate Japanese I 3 semester hours
 Fundamentals of speaking and understanding modern Japanese. Taught by self-instruction with tapes, and with a Japanese mentor, and not by traditional methods (classroom and teacher). Student is expected to continue with JPN 2201. Two hours per week session with mentor is required.
 Lect Hrs=30 Lab Hrs=00 Othr Hrs=00

JPN 2201 Intermediate Japanese II 3 semester hours
 Continuation of JPN 2200. Further development of the basic skills; selected readings. Prerequisite: JPN 2200 or its equivalent. Taught by self-instruction with tapes, and with a Japanese mentor and not by traditional methods (classroom and teacher). Two hours per week session with the mentor is required.
 Lect Hrs=30 Lab Hrs=00 Othr Hrs=00

JOURNALISM

ADV 2303 Newspaper Advertising 3 semester hours
 A course in campaign planning, layout, illustration, copywriting, headlines and titles, economics of advertising, typography, value of advertising in the American economy, agency organization, history and ethics. 1 hr. lec. 2 hrs. lab./On Demand.
 Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

JOU 1100 Writing for Mass Communications 3 semester hours
 Pre-professional course providing fundamental instruction and practice in writing as a basis for all upper division courses in journalism. Includes writing in the news style, leads, what is news, types of stories, organization of stories, policy and libel. Prerequisite: eligibility for ENC 1101, and ability to type. 1 hr. lec., 2 hrs. lab./Term I, II and III.
 Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

JOU 1207L Magazine Production 3 semester hours
 Course provides instruction and practical experience in the philosophical and technical aspects of magazine production, including printing processes, copy setting, picture editing, graphic design, and camera ready layout techniques. 1 hr. lec., 2 hrs. lab./On Demand.
 Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

JOU 1420L Newspaper Practicum I 3 semester hours
 Practical application of news writing and editing principles through work with college media. Prerequisite: JOU 1100 or permission of the instructor. 3 hrs. lab./Term I & II/On Demand.
 Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

JOU 1421L Newspaper Practicum II 1 semester hour
 Continuation of JOU 1420. Prerequisite: JOU 1420 or permission of the instructor. 3 hrs. lab./Term I & II/On Demand.
 Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

JOU 1440L Magazine Practicum I 1 semester hour
 Practical application of magazine production, magazine writing, or magazine editing principles through work with college magazine media or internship with community media under academic supervision. Prerequisite: JOU 1207, or JOU 2600, or JOU 2203, or ENC 1613, or ART 1201, or permission of the instructor. 3 hrs. lab./Term I & II/On Demand.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

JOU 1441L Magazine Practicum II 1 semester hour
 Continuation of JOU 1440. Prerequisite: JOU 1440, or permission of the instructor. 3 hrs. lab./Term I & II/On Demand.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

JOU 1930 Special Topics: Newspaper Practicum in Photo Journalism 1 semester hour
 Photography and dark room techniques as they relate to newspaper and magazine publication.
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

JOU 2200 Basic Newspaper Editing 3 semester hours
 Course provides instruction and practical experience in copy editing, teletype editing, rewriting, copy preparation, headline writing, page layout for both news and advertising, picture cropping and scaling and cutlines. Prerequisite: JOU 1100. 1 hr. lec., 2 hrs. lab./On Demand/Term II.
 Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

JOU 2203 Magazine Editing 3 semester hours
 Course provides instruction and practical experience in editing a magazine including human relations, expertise in article writing, copy and picture editing, audience analysis, and legal and economic aspects of editing. Prerequisite: JOU 1100 or ENC 1613. 1 hr. lec., 2 hrs. lab./On Demand.
 Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

JOU 2600 Photographic Journalism Techniques 4 semester hours
 Course teaches the photograph as a communications medium, its purposes and advantages. It deals with law, taste, sensitivity, responsibility, mechanics of layout, of placement and of cropping. Work includes practical experience in photo essays, spot news, novelty pictures, black and white and color and cutlines. Basics in filing, reference, and the morgue are included. Three hours lecture and two hours lab. Term I & II/On Demand.
 Lect Hrs=48 Lab Hrs=32 Othr Hrs=00

MMC 1000 Intro to Mass Communication 3 semester hours
 Introductory course in Mass Communications dealing with history, comparative foreign press, process and

effect, opportunities in and responsibilities of various media. Open to freshmen. 1 hr. lec., 2 hrs. lab./Term I and II/On Demand.
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

Cannot be applied towards an A.S. degree. Term IIIA.
3 hrs. lec.
Lect Hrs=48 Lab Hrs=12 Othr Hrs=00

LANDSCAPE TECHNOLOGY

FRC 2004 Subtropical Fruit Culture 4 semester hours

The identification and culture of approximately 150 tropical and subtropical edible fruits introduced into South Florida as dooryard, semi-commercial and commercial food crops. Topics will include varieties, soils, propagation, flowering and fruiting seasons, landscape uses, pest management, production and sales promotion. Weekend field trips required. 3 hrs. lec., 2 hrs. lab./Term III-A.

Lect Hrs=48 Lab Hrs=32 Othr Hrs=00

HOS 1031 Horticultural Practices 3 semester hours

The practices and procedures used in growing and managing landscape plants in South Florida. The student will take part in transplanting, fertilizing, soil sampling, mixing soils and pruning as well as other horticultural procedures. Two three-hour labs per week. Field trips will be required. Term II.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

HOS 1930 Native Plants I 2 semester hours

The identification of approximately 75 of the plants native to South Florida. The application of their ecological, esthetic and economic value in Broward County will be stressed. Classroom and field lectures. Term IIB.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

HOS 2055 Retail Nursery Certificate 3 semester hours

This course is designed to prepare students for the retail nursery business. Topics to be covered include salesmanship, plant growth and development, soils, plant, pests, state regulations, weed control, home landscaping, watering practices, and landscape plants. Some familiarity with ornamental plants and nursery practices is assumed. Term I.

Lect Hrs=38 Lab Hrs=10 Othr Hrs=00

ORH 1003 Horticultural Biology 3 semester hours

An introduction to the disciplines involved in the Broward field of horticulture. Plant and animal taxonomy, morphology, anatomy and their fundamental processes as they relate to plant growth, pests, production maintenance, and planting will be stressed. 3 hrs. lec., 2 hrs. lab./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ORH 1003L Horticultural Biology Lab 1 semester hour

This two-hour lab supports the lecture of ORH 1003 and is required for all landscape technology students. Lab content is practical and oriented to existing situations encountered in the various horticultural professions and is primarily an overview of the plant and animal kingdom with specific attention given to groups important to horticulture.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

ORH 1101 Common Florida Plants 3 semester hours

Identification and landscape use of approximately 200 species of common Florida exterior and interior plants. Designed for individuals who wish to rapidly increase their plant knowledge. Field trips required.

ORH 1510 Landscape Plant Identification I 4 semester hours

Palms, shrubs, vines and trees commonly used in South Florida landscapes, approximately 200 species and varieties will be covered with indepth discussion of landscape use, propagation related plants, pests and appropriate plant combinations in design situations. One hour lecture and three-hour lab weekly with occasional field trips. Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ORH 1511 Landscape Plant Identification II 4 semester hours

The identification and landscape use of ornamental vines, palms, shrubs and trees commonly used in South Florida landscapes. One hour lecture and one three-hour lab weekly with occasional field trips. Term II.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=06

ORH 2021 Plant/Propagation 3 semester hours

Principles and practices involved in the propagation of plants used in the ornamental horticulture industry. Major topics: cuttage, graftage, air-layering, tissue culture, seedage, and production techniques. It may be used as an elective in A.S. degree program. 1 hr. lec., 4 hrs. lab./Term III-A.

Lect Hrs=16 Lab Hrs=64 Othr Hrs=00

ORH 2220 Turf-Grass Management 3 semester hours

A practical approach to the principles of turf-grass management and their applications in the field. The areas of study will be the nature of the turf-grass industry, characteristics and adaptations of southern grasses, establishment and maintenance of turf, the case and operation of turf equipment and turf pests. Three lecture hours weekly with occasional field trips. Term II. Can be used as elective in A.S. Degree program.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ORH 2512 Landscape Plant Identification III 3 semester hours

The identification and landscape use of ornamental plants of more recent introduction and development in South Florida and certain specialized horticultural crops. One three-hour lecture in field weekly, with occasional classroom meetings. Two six-hour weekend field trips. Term I.

Lect Hrs=48 Lab Hrs=12 Othr Hrs=00

ORH 2820 Horticultural Practices II 3 semester hours

Part I: An introduction to the principles, design and operation of irrigation systems as it applies to residences and nurseries. Water requirements, supply, distribution and drainage will be included. Part II: The operating principles, and maintenance and trouble-shooting of small engines. Part III the evaluation, selection and maintenance of larger nursery and landscaping equipment. The course consists of a two-hour lecture and one two-hour lab per week. Term I.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ORH 2829 Intro to Landscape Design 2 semester hours

This course supplies the student with on-site experience in evaluating the various parameters affecting the design problem. Topics covered include instruction in drafting, survey and plan reading, basic design

theory. Costing, pricing and bid procedures further enable the student to complete the groundwork for Basic Landscape Design Theory. Prerequisites: ORH 1510, ORH 1511, or equivalent experience. Term IA.
Lect Hrs=08 Lab Hrs=16 Othr Hrs=32

ORH 2830 Basic Landscape Design Theory 2 semester hours

Introduction into special concepts, area manipulation and cogent use of plant materials through the use of design projects and individual instruction. This course is necessary background if the student is to make full use of Landscape Design. Prerequisites: ORH 1510, ORH 1511, ORH 2829 or equivalent experience. Term IB.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

ORH 2831 Landscape Design 4 semester hours

Allows the student to refine conceptual abilities and practical methodology. Advanced techniques in drafting, presentation and pricing are taught through the use of take home projects and classroom exercises. Access to basic drafting equipment is required. Two three-hour labs per week and two field trips. Prerequisites: ORH 1510, ORH 1511, ORH 2829, ORH 2830 or permission of department chairman. Two hour lecture and one two-hour lab per week. Term II.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ORH 2841 Landscape Installation 3 semester hours

The techniques involved in proper selection, pre-planting, the post-planting of landscape plants and materials. The proper and safe use of landscaping tools and equipment will also be stressed. Two working field trips are required. Term II.
Lect Hrs=38 Lab Hrs=10 Othr Hrs=00

ORH 2862 Landscape and Turf Business Administration 3 semester hours

Studies in the basic nature of horticultural services; retail, wholesale and service organizations. Site selection, business and labor management, production, cost analysis, insurance, law, taxation and other areas will be discussed with businessmen in the field. Three lecture hours weekly with occasional field trips. Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ORH 2872 Interiorscape Maintenance 3 semester hours

Technician level maintenance of commercial and residential interior planting. Special attention is given to trouble shooting problems and preventative maintenance techniques. Routine care and replacement also covered. Basic plant physiology and morphology are included.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ORH 2890 Horticultural Seminar 1 semester hour

Analysis of selected current problem areas in horticulture and related subjects. Term I.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

ORH 2896 Field Service I 3 semester hours

One summer's practical experience in an approved commercial business. Total employment to be no less than 30 hours weekly for 6 weeks. Technical report required. Term III-A.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=??

ORH 2897 Advanced Field Service 3 semester hours

One term of part-time, on-the-job, practical experience in an approved commercial business. Total part-time

employment to be no less than 12 hours weekly and no more than 18. Technical report required. Term II.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=??

ORH 2950 Tropical Garden Tour 6 semester hours

A taxonomic and ecological study of the exotic and endemic plants in botanical and private gardens, government research centers and native habitats in the tropical world from 15 degrees north to 15 degrees south latitudes. Meets area 8 AA degree general education requirement. 6 hrs. lec.
Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

PMA 2003 Plant Pest Control 4 semester hours

The identification and chemical and biological controls of insects and diseases affecting the ornamental plants and turf-grasses of South Florida and will be stressed along with the proper use of all necessary mechanical equipment. Three lecture hours weekly with occasional field trips. Term I.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

PMA 2932 Seminar 2 semester hours

Analysis of selected current problem areas in pest control and related subjects. Term I.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SOS 1102 Soils and Fertilizers 3 semester hours

The study of the complex problems and use of existing soils in South Florida in the growing of ornamental plants. Fertilizer formulations for landscapes, turf and container and field nurseries will be discussed thoroughly. The use of various soil amendments will also be discussed. Three lecture hours weekly with occasional field trips. Term II.
Lect Hrs=38 Lab Hrs=10 Othr Hrs=00

LEGAL ASSISTING

LEA 1011 Law Library/Research 3 semester hours

This course will provide the student with information on how to research and to write legal documents for both trial and appellate work. An in-depth examination of the law library and legal research techniques will be emphasized. Various locations will be used for instructional purposes. 3 hrs. lec./Term I or On Demand.
Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

LEA 1151 Torts 3 semester hours

Compensation for injuries
In this course the student will become familiar with the basic concepts of tort law. Discussion will involve liability of the individual in addition to specified acts committed. 3 hrs. lec./Term II or On Demand.
Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

LEA 1501 Domestic Relations 3 semester hours

This course is a study of such topics as divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements and property disposition. 3 hrs. lec./Term I/On Demand.
Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

LEA 1601 Criminal Litigation 3 semester hours

This course is designed to provide students with an understanding of the criminal justice system. Students will be exposed to both substantive and procedural aspects of criminal law. Course objectives are to provide legal assistant students with a working knowledge of the nature of different crimes and the potential charges & penalties involved, as well as, to familiarize

the student with pre-trial procedures, discovery, plea bargaining process & the problems involved in the conduct of trial proceeding. The student should maintain constant awareness that the burden of proof is upon the prosecution and that the presumption of innocence lies with the accused.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

LEA 2000 Intro Legal Assistant 3 semester hours

This course will provide an overview of the training and purpose of legal assistants in addition to the role of the lawyer, law clerk, legal secretary and paralegal in law firms, commercial enterprises, institutions and government agencies. Covers legal terminology, research techniques, and pertinent litigation documents. 3 hrs. lec./Term I or On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LEA 2014 Legal Writing and Drafting 3 semester hours

This course is required for all program degree candidates. Students will concentrate on familiarizing themselves with the grammar language and the format of legal documents. Emphasis will be on writing inter-office memoranda after completing any necessary legal research but other documents such as business letters, briefs, pleadings, contracts, wills, partnership agreements and corporation papers will be introduced. Prerequisite: LEA 1011. 3 hrs. lec.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

LEA 2201 Procedures for Real Estate Title Closing 3 semester hours

This course will provide students with basic concepts of the law of real property in order to be able to handle real estate closings. The supervision of an attorney. Students will study the terms of the sales contract and what actions are necessitated by the contracts, legal descriptions of real property, the completion of any and all forms necessary, including instruments required by law to be recorded, and the techniques of working with clients. Equivalent to REE 2440. Term I/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LEA 2211 Probate Practice 3 semester hours

Course designed to prepare the legal assistants to work effectively under the supervision of a lawyer in the probate of an estate. Florida probate code and related taxes will be studied. Preparation of pleadings are included. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MANAGEMENT

MAN 2021 Introduction to Management 3 semester hours

Reflects current theory and research in stressing the concepts, and analysis of principal of management. Emphasizes fundamental principles of scientific organization, motivation, economic analysis and control, and their application to business decisions. Integrates new developments in the behavioral sciences and quantitative techniques for basic management courses. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2342 Principles of Supervision 3 semester hours

Includes principles and necessary techniques of supervision, importance and place of supervision in

the business organization, and the handling of human relations with employees, fellow supervisors and higher management in business, including manufacturing and construction industries. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2343 Women in Supervision 3 semester hours

This course is designed to provide business women with supervisory skills they can effectively apply throughout their careers. This course covers women in leadership and a woman in a world dominated by men with emphasis on planning, organization, staffing, directing, and controlling and labor relations. 3 hrs. lec./On Demand

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2800 Small Business Management I 3 semester hours

An introduction to small business management covering the role of small business in our economy; development of a management philosophy for the entrepreneur including general functions of management; factors in business failure and success; problems in initiating a business including the legal, financial, facility and planning aspects. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2801 Small Business Management II 3 semester hours

A continuation of small business management covering financial and administrative control, budgeting, reporting, business risks and types of insurance; development of marketing and credit policies; developing management and business operational policies including employee relations, vendor relations and inventory management; and understanding of legal government relationships. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2601 International Business Environment 3 semester hours

A basic course in International Business Theory and Practice. The course is designed to provide the student with a sound working knowledge of the requirements of the international manager. In addition, the student will be made aware of factors that will impact the manager outside of the known cultural environment.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2001 Management in a Changing World 3 semester hours

This course examines the mutual influences of managerial activities and the broader society. Emphasis is placed on the forces to which the manager must respond, including changes within people as well as technological developments. Emerging trends in managerial practices and managerial thinking are studied for their usefulness in preparing to meet the leadership needs of change-dominated organizations in the future. (Preparation for I.I.A. MGT 44) 3 hrs. lec./On Demand

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2015 Management 3 semester hours

This course will cover the application of general management principles to the insurance industry and includes an introduction to management information systems. Organizational design, planning, control, motivation, leadership, group behavior, communications, and decisions making will be studied theoretically and by using case studies. Experiential exercises in all areas will allow students to apply the knowledge

gained to actual insurance industry management situations and problems. (Preparation for CPCU Course 7). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

MAN 2100 Management and Human Resources 3 semester hours

Course develops an understanding of human behavior within organizations, drawing upon the behavioral sciences to provide analytical tools and ways of studying behavior within organizational settings. Case studies are used to emphasize the search for ways the manager can act effectively to achieve organizational goals by influencing organization members. (Preparation for I.I.A. MGT 42). 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2300 Personnel Administration 3 semester hours

Practices of personnel administration are studied, including the formulation and application of personnel policies as a means for creating an effective working force within an organization. Covered are job analysis and evaluation, recruiting, selecting and training employees. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2810 Managerial Decision Making 3 semester hours

This course develops a systematic framework for the evaluation of decisions. Particular attention is given to the human decision process, and to the sources of inaccuracy and error in the making of decisions. The organizational decision making process; including the computer's role in such decision making, is treated. The managerial significance of the topics is stressed rather than the procedures themselves so that knowledge of statistics or advanced mathematics is not required. (Preparation for I.I.A. MGT 43).

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MARKETING

MAR 1011 Principles of Marketing 3 semester hours

Study of company management areas dealing with the broad problem of sales. Emphasis given to the kind of decisions for which the marketing manager is responsible; pricing advertising, and other promotion, sales management; the kind of products to be manufactured; and the marketing channels to be used. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 1101 Salesmanship 3 semester hours

This course is a combination of principles and techniques of selling. It recognizes why, as well as what, how and when. The principles which receive emphasis are basic and lasting; they are the principles which students will apply in business. The course seeks to describe persuasion on a moral and ethical foundation as a powerful tool which is needed universally. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 1302 Advertising 3 semester hours

Introduction of fundamental principles, practices, and common media in modern advertising. Includes activities that supplement both advertising and personal selling, such as sampling, displays, demonstrations, and other kinds of effort that render them more effective. The course presents the marketing viewpoint, the

communications viewpoint, and the viewpoint of the citizen who is inevitably exposed to advertising every day. 3 hrs. lec./Term I & II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 1321 Public Relations 2 semester hours

Guide to good public relations, how images are created, public relations practices, special events, researching your savings market and local housing market, public relations ideas, attitudes, advertising, and customer relations. 2 hrs. lec./On Demand.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MAR 1930 Seminar I: 3 semester hours

Marketing in Perspective

Students are expected to be working or will be assisted to secure employment in a marketing related occupation. In addition, students will have the opportunity to develop leadership skills through participation in DECA activities. Course curricula will include marketing related learning activities. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 2240 International Marketing 3 semester hours

This course examines basic marketing principles as they relate to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Students will gain insight into the decision-making process in the areas of foreign market analysis, target market identification, product planning, promotion, and channels of distribution. This course will be taught at the college not overseas.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 2931 Seminar II: 3 semester hours

Research in Marketing

Students will continue working in a marketing related occupation and participate in DECA activities. Emphasis to be on developing management skills and research techniques employed in marketing. Prerequisite: MAR 1930.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 2932 Seminar III: 3 semester hours

Marketing Management

Students will continue working in a marketing related occupation and participate in DECA activities. Students will be expected to participate in a group research project. Prerequisite: MAR 2931. Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 2955 International 3 semester hours

Current Business Practices

Upon completion of the course, the student will have a broad conceptual viewpoint of international business activity in areas such as finance, marketing and production and manufacturing techniques. The student will understand the nature and purposes of business activities between nations. The student will understand the concepts of the multi national corporation and its importance in the world marketplace. The student will also understand the various environmental concepts in places overseas. These concepts will be emphasized in some cases by actual visits to foreign business enterprises. The student will understand the differences in business policies from country to country and the relationships of these policies as they result in business activity between nations.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=32

- MAR 2956 International Marketing Overseas** 3 semester hours
lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
This course examines basic marketing principles as they relate to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Students will gain insight into the decision making process in the areas of foreign market analysis, target market identification, product planning, promotion, and channels of distribution. This course is taught overseas.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=32
- MKA 2102 Retailing** 3 semester hours
An introduction to the management functions unique to retail store operations. Subject areas include department store organization, low margin retailers, store location and layout, shopping centers, and merchandising. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MATERIALS MANAGEMENT

- MAN 1590 Fundamentals of Material Management** 3 semester hours
Course develops an understanding of the concepts of master planning and forecasting material requirements. Content includes statistical and other forecasting techniques, simulation, mathematical techniques and the use of computers in forecasting.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- MAN 1591 Inventory Control for Material Managers** 3 semester hours
Course will develop an understanding of the dynamics of managing and controlling inventory in a constantly changing industrial and commercial environment. Topics include fundamentals of inventory management, materials control, planning production, controlling input/output and production capacity, designing and managing the production control system.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- MAN 1593 Production Control Concepts** 3 semester hours
A course devoted to describing the development, scope, and objectives of production control. Specific attention will be given to scheduling, control, critical path, machine-loading and materials requirements planning, and other techniques, functions, and activities that are implicit in this aspect of material management operations. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- MAN 1594 Advanced Production Control** 3 semester hours
Course is designed to develop a series of advanced logical techniques for scheduling and controlling production and inventory, including the necessary data base and tools of management.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- MAN 2500 Production Management** 3 semester hours
A study of the various phases of production control and the elements which contribute to a successful operation. Production, forecasting, product development, control of materials, routing, scheduling and follow up are studied in sequence in terms of their significance and their relationship to production control. 3 hrs.

- lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- MAR 2131 Purchasing I** 3 semester hours
Study of the purchasing function, organization, policies, legal aspects, ethics, source of supply, quality concepts, quantity determination, pricing, cost improvement, forecasting, automation, make or buy and capital equipment, study of traffic, surplus, storekeeping, budgets, international purchasing, public purchasing, personnel, performance evaluation and public relations. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- MAR 2132 Purchasing II** 3 semester hours
Continuation of MAR 2131, this would include purchasing problems in the material management, negotiation, inventory management, and contract administration field. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MATHEMATICS

- MAC 1132 Pre-Calculus Mathematics I** 3 semester hours
The first course of a two semester sequence designed to prepare students for Calculus. The study of functions is the central theme throughout the course. Topics include polynomial, exponential, logarithmic, inverse, and rational functions, systems of equations, matrices, determinants, and conics. Prerequisite: MAT 1033 with a grade of "C" or better or one year of any of the following high school courses with a grade of "C" or better: precalculus, trigonometry, analytical geometry, analysis, elementary functions, or calculus. Meets 3 credits toward the general education (4B or 5) A.A. degree requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- MAC 1133 Pre-Calculus Mathematics II** 3 semester hours
A continuation of the functional approach of Pre-Calculus I. Topics include circular and trigonometric functions, analytic trigonometry, complex numbers, binomial theorem, sequences and series. Credit will not be given for both this course and MTB 1322. Prerequisite: MAC 1132 with a grade of "C" or better or recommendation of the Mathematics Department. Meets 3 credits towards the general education (4B or 5) A.A. degree requirements. 3 hrs. lec./Term I, II & III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- MAC 2301 Calculus and Analytic Geometry IA** 3 semester hours
Topics from analytic geometry, functions, limits, continuity, derivatives and their applications. Completion of MAC 2301 and MAC 2302 corresponds to completion of MAC 2311, Calculus and Analytic Geometry I. Prerequisite: MAC 1133 with a grade of "C" or better, or recommendation of the Mathematics Department. Meets 3 credits of the general education (4B or 5) AA degree requirements. Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- MAC 2302 Calculus and Analytic Geometry IB** 3 semester hours
Topics including transcendental functions, antiderivatives and definite integrals. Completion of MAC 2301 and MAC 2302 corresponds to completion of MAC 2311, Calculus and Analytic Geometry I. Prerequisite: MAC 2301 with a grade of "C" or better. Meets 3 credits

of the general education (4B or 5) AA degree requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAC 2303 Calculus and Analytic Geometry IIA 3 semester hours
Topics including techniques of integration, conics, polar coordinates, indeterminate forms and proper integrals, and infinite series. Completion of MAC 2303 and MAC 2304 corresponds to completion of MAC 2312, Calculus and Analytic Geometry II. Prerequisite: MAC 2302 or MAC 2311 with a grade of "C" or better. Meets 3 credits towards the general education (4B or 5) AA degree requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAC 2304 Calculus and Analytic Geometry IIB 3 semester hours
Topics include parametric equations, three improper integrals, dimensional surfaces, multivariate functions and multiple integrals. Prerequisite: MAC 2303 with a grade of "C" or better. Meets 3 credits towards the general education (4B or 5) AA degree requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAC 2311 Calculus and Analytical Geometry I 6 semester hours
See description of content listed for MAC 2301 and MAC 2302. Prerequisite: MAC 1133 with a grade of C or better, or recommendation of the Mathematics Department. Meets 6 credits of the general education (4B or 5) AA degree requirements. 6 hrs. lec. Term I and II.
Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

MAC 2312 Calculus and Analytical Geometry II 6 semester hours
See description of content listed for MAC 2303 and MAC 2304. Prerequisite: MAC 2302 or MAC 2311 with a grade of "C" or better. Meets 6 credits of the general education (4B or 5) AA degree requirements. 6 hrs. lec./Term I and II.
Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

MAP 2302 Differential Equations 3 semester hours
Topics including the classification and solution of equations involving variables and their derivatives, with numerous applications. Prerequisite: MAC 2312 or MAC 2304 with grade of "C" or better. Meets 3 credits of the general education (4B or 5) AA degree requirements. This course may be taken for honors credit with permission of the instructor. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAS 2103 Linear Algebra 3 semester hours
A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas. Prerequisite: MAC 1132 with a grade of "C" or better and recommendation of the Mathematics Department. Meets 3 credits of the general education (4B or 5) AA degree requirements. This course may be taken for honors credit with the permission of the instructor. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAT 0002 Pre-Algebra 3 semester hours
A course to improve the abilities of the student who has had difficulties in arithmetic. This course will help the student learn how to read the language of

mathematics, to develop problem solving skills and improve basic arithmetic and algebraic skills. This course includes college level academic skills in arithmetic and geometry. Non-transferable. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAT 0002L Pre-Algebra Lab 0 semester hours
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MAT 1013 Elementary Algebra 3 semester hours
A course to help students learn the basic algebra needed for college level mathematics courses. The student will learn how to apply his or her knowledge of arithmetic and algebra to many problems. The course includes many of the college level academic skills in algebra. Elective credit will be granted upon successful completion of this course. Prerequisite: Knowledge of pre-algebra. Credit for this course may not be used to meet degree requirements. 3 hrs. lec. Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAT 0013L Elementary Algebra Lab 0 semester hours
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MAT 1033 Intermediate Algebra 3 semester hours
An intermediate course in algebra emphasizing operations with algebraic symbols, solution of equations, functional relationships, graphs, verbal problems, and selected additional topics. This course completes coverage of the college level academic skills in algebra. Prerequisite: High School Algebra II with a grade of "C" or better or completion of MAT 1013 or MTB 1321 with a grade of "C" or better. Credit will not be granted for both this course and MTB 1321. This course satisfies 3 credit hours towards the general education (4B or 5) AA degree requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MGF 1202 College Mathematics 3 semester hours
This is a general education course which includes the College Level Skills not included in the courses MAT 0002 and MAT 1013. The course will include topics in logic, computer literacy, geometry, graphing on the coordinate plane, probability, and statistics. The course satisfies three hours of the mathematics requirements for the A.A. degree. Prerequisites: MAT 0002 and MAT 1013 or sufficient scores on Placement Tests. MAT 1033 is highly recommended as a prerequisite. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MGF 1204 College Mathematics Part I 1 semester hour
This course is one of three one-hour courses in general education mathematics which may be taken in any sequence as an alternative to the three hour College Mathematics (MGF 1202). The course includes topics in logic and computer literacy. Completion of MGF 1204, MGF 1205 and MGF 1206 satisfies the same general education requirements as MGF 1202. See MGF 1202 for prerequisites. 1 hr. lec./On Demand.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MGF 1205 College Mathematics Part II 1 semester hour
This course is one of three one-hour courses in general education mathematics which may be taken in any sequence as an alternative to the three-hour course. College Mathematics (MGF 1202). The course includes

topics in geometry and graphing on the coordinate plane. Completion of MGF 1204, MGF 1205, and MGF 1206 satisfies the same general education requirements as MGF 1202. See MGF 1202 for prerequisites. 1 hr. lec./On Demand.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MGF 1206 College Mathematics 1 semester hour
Part III

This course is one of three one-hour courses in general education mathematics which may be taken in any sequence as an alternative to the three-hour course, College Mathematics (MGF 1202). The course includes topics in probability and statistics. Completion of MGF 1204, MGF 1205 and MGF 1206 satisfies the same general education requirements as MGF 1202. See MGF 1202 for prerequisites. 1 hr. lec./On Demand.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MTB 1304 Mathematics Machines 1 semester hour
with Machines

Topics include flow charts, the BASIC programming language, machine languages, familiarization with the type of problems machines can handle and development of problem solving skills. The class meets 1 hour per week. 1 hr. lab./On Demand.

Lect Hrs=06 Lab Hrs=10 Othr Hrs=00

MTB 1320 Math Topics for Nurses 1 semester hour
This course provides an intensive review of mathematics operations involving fractions, decimals, percents, ratios and proportions. Units and measures in apothecaries, metric, and household systems are also discussed with a major emphasis upon application for the calculation of both oral and parenteral drug dosages. 1 hr. lec./On Demand.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=02

MTB 1321 Technical Mathematics I 3 semester hours
This is the first course of a two-term sequence designed for students who wish to study a field of technology. Topics include algebra, concepts in graphing, and applied geometry. Credit will not be granted for both this course and MAT 1033. This course is not recommended for transfer students. 3 hrs. of lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MTB 1322 Technical Math II 3 semester hours

This is the second course in a two-term sequence for technology majors. Topics include systems of linear equations, quadratic equations, right triangles, trigonometry, oblique triangles, vectors and polar coordinates. Credit will not be given for both this course and MAC 1133. This course is not recommended for transfer students. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MEDICAL ASSISTING TECHNOLOGY

MEA 1002 Introduction 1 semester hour
to Medical Assisting

An overview of Medical Assisting and related health professions including duties, responsibilities. Public relations duties and interpersonal relationships of the health team members are emphasized. Study of the various medical specialties and the history of medicine are included 1 hr. lec. (minimester)/Term I and II.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MEA 1010 Medical Terminology I 3 semester hours
Provides a broad survey of the language of medicine and health technologies. Emphasis is placed on the building of medical terms from word parts. Special pronunciation learning aids are available in the language laboratory to assist students in developing competency. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MEA 1011 Clinical Terminology 3 semester hours
Continuation of MEA 1010 with in-depth study of medical terminology specifically related to the human tissues, organic systems, and disease processes. Prerequisite: MEA 1010. 3 hrs. lec./Term II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MEA 1100 Medical 1 semester hour
Receptionist Skills

Deals with basic front office procedures which includes telephone techniques, greeting patients, making appointments and keeping a smooth pace at the reception desk. Medical records and mail processing are included topics. 1 hr. lec. (minimester)/Term I and II.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MEA 1101 Medical Law 2 semester hours
and Ethics

The ethics of medicine and medical practice are studied. Legal requirements and implications to the medical professional are stressed. 2 hrs. lec./Term I, and II.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MEA 1103 Administrative 1 semester hour
Office Procedures

Deals with financial management of the medical office. Basic accounting procedures consisting of pegboard, billing, collections and computer applications are included. 1 hr. lec. (minimester)/Term I and II.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MEA 1104 Medical Insurance 1 semester hour
Designed to provide students with the opportunity to learn fundamentals of health insurance and practice in filing insurance claims. Included will be Medicare, Medicaid, Campus, Worker's Compensation, Blue Cross and Blue Shield. 1 hr. lec. (minimester)/Term I and II.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MEA 1812 Pharmacology 1 semester hour
for the Medical Assistant

A basic course in the introduction to medications which will stress sources, classifications, administration, dosage contraindications, and side effects. Corequisite: MEA 1010. 1 hr. lec. (minimester)/Term I and III-A.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MEA 1813 Radiology 2 semester hours
for the Medical Assistant

This course is designed to provide instruction in basic principles of X-ray, film handling and processing, radiographic technique, and radiation biology. It prepares health care personnel, who operate radiographic equipment to take the examination given by the Florida State Department of Health and Rehabilitative Services for basic radiographer license. Prerequisite: By permission of Dept. Chairperson if not currently enrolled in BCC Medical Assisting program. 2 hrs. lec./Term I and II.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MEA 2200 Clinical 1 semester hour
Practices and Procedures

An orientation to patient care in the physician's examining room. Concentrates on routine and specialty physical examinations. Lab fee required. 1 hr. lec., 2 hrs. lab. (minimester)/Term I and II.

Lect Hrs=08 Lab Hrs=16 Othr Hrs=00

MEA 2201 Clinical Practices II 1 semester hour

Principles and practice in aseptic techniques which include assisting at minor surgery, sterilization of instruments, preparation and administration of medications. One hour of lecture and two hours of lab in minimester. Lab fee required. Term I and II.

Lect Hrs=08 Lab Hrs=16 Othr Hrs=00

MEA 2202 Introduction to Non-Invasive Cardiology Procedures 1 semester hours

Electrocardiography and other non-invasive cardiology procedures will be studied. One hour of lecture and two hours of demonstration and practice in a minimester. Lab fee required. Term I and II.

Lect Hrs=08 Lab Hrs=16 Othr Hrs=00

MEA 2300 Medical Office Laboratory Procedures 2 semester hours

Includes instruction and practice in specimen collection, microscopy, urinalysis and basic office bacteriology. Prerequisite: Medical assisting student and/or permission of the instructor. Professional uniform required. Lab fee required, see STUDENT FEES. 2 hrs. lec., 4 hrs. lab. (minimester)/Term I and II.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

MEA 2301 Medical Office Lab Procedures II 1 semester hour

Includes instruction and practice in basic office hematology and chemistry. Prerequisite: Medical assisting student and/or permission of the instructor. Professional uniform required. Lab fee required, see STUDENT FEES. 2 hrs. lec., 4 hrs. lab. (minimester)/Term I and II.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

MEA 2800 Externship in Medical Assisting 5 semester hours

Student assigned to physician's office, clinic, or laboratory for a total of one hundred and fifty hours. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged by the student and the coordinator. Attendance at group orientation prior to assignment is mandatory. Externship fee of ten dollars includes professional liability insurance. Prerequisites: All courses suggested for Term I. Corequisites: All courses suggested for Term II. 10 hr. externship/Term I, II and III.

Lect Hrs=00 Lab Hrs=150 Othr Hrs=00

MEA 2810 Advanced Externship in Medical Assisting 5 semester hours

Student is assigned to physician's office, clinic or laboratory for a total of one hundred and fifty hours. Conference meetings will be arranged on an individual or group basis at a time and place to be, arranged by the student and coordinator. Attendance at group orientation prior to assignment is mandatory. Externship fee of ten dollars. Includes professional liability insurance. Prerequisite: All courses suggested for Terms I and II. 10 hrs. externship/Term I, II and III.

Lect Hrs=00 Lab Hrs=150 Othr Hrs=00

MEDICAL LABORATORY TECHNOLOGY

MLS 1010C Medical Laboratory Technology I 10 semester hours

Orientation to a career in the clinical laboratory including ethical concepts. General skills and principles of machines and/or methods for the calculation, weighing and measuring of material needed for solution or reagent preparation. Blood specimen collection. Basic microscopy. Hematology to include hematopoiesis and factors of coagulation; quality control; manual counting of erythrocytes, leukocytes, platelets; principles, factors and tests dealing with hematopoietic conditions, both normal and abnormal; staining techniques, principles of automated counting methods; semen and spinal fluid analysis; blood parasites. Immunology to include immunoglobulins (humoral and cellular immunity); quality control; principles, techniques, factors, and conditions (normal and abnormal) as tested routinely and by special request. Course includes experience in the classroom and in a clinical facility. 4 hrs. lec., 14 hrs. lab., 18 hrs. clinical.

Lect Hrs=00 Lab Hrs=150 Othr Hrs=00

MLS 1021C Medical Laboratory Technology IV 5 semester hours

Basic EKG, dealing with physiology, circulation of the heart and patient safety. Microbiology and parasitology quality control; principles, techniques and factors affecting; media preparation, biochemical testing, susceptibility testing, and staining; methods of concentrating specimens; inoculations, culturing and subculturing; special procedures specimen collecting and handling; basic mycology and virology; identification of fecal parasites and conditions associated with parasitic infestation. Course includes experiences in the classroom and in a clinical facility. 2 hrs. lec., 7 hrs. lab., 9 hrs. clinical.

Lect Hrs=00 Lab Hrs=120 Othr Hrs=00

MLS 1210C Medical Laboratory Technology II 10 semester hours

Anatomy and physiology of the urinary system; principles and techniques for use of the urinometer and refractometer; quality control; principles for testing for routine and special urinary procedures; identification, of urinary sediment. Anatomy and physiology, metabolism and conditions pertinent to biochemical testing; quality control; principles of manual and automated procedures to include procedures utilizing titration, colorimetry, spectrophotometry, kinetics (enzyme), flame photometry, gasometry and electrophoresis; calculations; factors affecting results. Course includes experiences in the classroom and in a clinical facility. 4 hrs. lec., 14 hrs. lab., 18 hrs. clinical.

Lect Hrs=00 Lab Hrs=240 Othr Hrs=00

MLS 1520C Medical Laboratory Technology III 5 semester hours

Immunohematology to include basic genetics; quality control; principles, techniques and factors affecting testing for identification of immunoglobulins (natural and acquired); donor selection, phlebotomy and processing including legal aspects; blood components; compatibility testing and exchange transfusion. Course includes experiences in the classroom and in a clinical facility. 2 hrs. lec., 7 hrs. lab., 9 hrs. clinical.*NOTE: The above MLS 1000 level courses are not given at the college. Credit is awarded in these for graduation

from an approved MLT-C program.

Lect Hrs=00

Lab Hrs=120

Othr Hrs=00

MLS 2360C Advanced Hematology 2 semester hours
In-depth study of hematopoiesis, hemoglobinaopathies and other abnormal hematology. Advanced Immunohematology. Prerequisite: Satisfactory completion of approved MLT-C program or permission of MLT Coordinator. Offered in term II-B. Special fee charged, see STUDENT FEES.

Lect Hrs=16

Lab Hrs=32

Othr Hrs=00

MLS 2402C Clinical Microbiology 2 semester hours
Advanced level of microbiology for the medical laboratory. Builds on MLT-C background in microbiology. Techniques in identification of specific organisms of disease including use of appropriate differential media and chemical, immunologic and antibiotic testing. Quality-control in microbiology. Covers bacteria, fungi and animal parasites. Offered Term III-A only. 2 hrs. lec. and 5.5 hours laboratory per week. (6 weeks.) Prerequisite: Satisfactory completion of approved MLT-C program or permission of MLT Coordinator. Special fee charged, see STUDENTS FEES. Term III-A.

Lect Hrs=16

Lab Hrs=32

Othr Hrs=00

MLS 2605C Advanced Instrumentation 4 semester hours

Operation and maintenance of the chemistry analyzers, spectrophotometer, fluorometer, densitometer, potentiometer, and particle counters, minor mechanical trouble-shooting; electrophoresis theory, principles of light and electricity. Preparation of data for acquisition equipment. 4 Laboratory, 2 lecture hours per week. Prerequisite: Satisfactory completion of approved MLT-C program or permission of MLT Coordinator. Special fee charged, see STUDENTS FEES. Term I.

Lect Hrs=32

Lab Hrs=64

Othr Hrs=00

MLS 2610C Advanced Clinical Chemistry Techniques 2 semester hours

A study of enzymes, steroids, hormones, lipids, and toxicology. Application of theories and techniques acquired in MLS 2605C. Advanced instrumentation. Prerequisite: MLS 2605C or permission of the MLT Coordinator. 4 hrs. lab., 2 hrs. lec., (8 wks.)/Term II-A only. Special fee charged, see STUDENT FEES.

Lect Hrs=16

Lab Hrs=32

Othr Hrs=00

MERCHANDISING

MKA 1104 Visual Merchandising 3 semester hours
The relationship of display to sales promotion in retailing is studied. Basic principles of design as applied to merchandise display are considered. Individual and group projects give opportunity for practice in application. Instruction and practice in show card copywriting and lettering are included. On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

MKA 1131 Interior Decoration I 3 semester hours For Marketing

A study of the principles of color and design and the historic background of today's decoration. Student will plan the functional arrangement of interior space and coordinate the selection of furniture, draperies, floor coverings, and interior accessories.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

MKA 1151 Home Furnishings 3 semester hours Marketing I: Interior Decoration
Introductory course examining interiors, floor plans,

renderings and drawings. Furniture styles will be studied in addition to coloring, fabrics and furniture arrangements.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

MKA 1181 Merchandising Tour 1 semester hour New York City Trip

Includes orientation one day of Broward Community College, five days of merchandising-related activities in New York, and one day of follow-up, evaluation and discussion at Broward Community College. The tour enrollment is limited to 15. 3 hrs. lec./On Demand.

Lect Hrs=16

Lab Hrs=00

Othr Hrs=00

FASHION MERCHANDISING

MKA 1402 Fashion Merchandising 3 semester hours

Course acquaints student with careers in the fashion industry along with fashion history, fashion trends, fashion creators in Europe and America, fashion terminology and fashion periodicals. Student develops a total concept of fashion and its application to business. Class meets three hours per week. On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

MKA 1411 Textiles 3 semester hours

Provides a foundation of knowledge about basic fiber classifications, properties, uses and care procedures, basic weave designations by definition and trade name, and basic dyeing and finishing processes; the effect of these on wear and care of the resulting fabric. This course will offer opportunities for involvement with current fashion fabrics, for mastery of basic fabric terminology so that federal regulations may be understood and adhered to, for creating ways of making the information meaningful to others and for using the information in making judgments at the designing and buying levels. 3 hrs. lec./On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

MKA 1431 Fashion Sales Promotion 3 semester hours

This course is designed to help students understand the principles and methods of selling fashion and promoting fashion. Students will analyze advertisements, displays, publicity and other sales presentations of retail and wholesale firms. Students will prepare a complete sales promotion. 3 hrs. lec./On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

MKA 1441 Fashion Design 3 semester hours

This course provides or incorporates the principles of design and color. Students analyze factors motivating fashion and gain practice in making quick simple sketches. The course uses sketches to implement fashion perception. Sketches relate interpretation rather than art proficiency.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

MKA 1442 Fashion in Contemporary Living 3 semester hours

This course is designed to show students how to keep abreast of fashion trends. The course aims to help students develop critical judgment and to develop the ability to judge the significant in fashion, and to analyze, and interpret trends. An emphasis will be placed on current readings, attending fashion events and attending dramatic, operatic, and musical performances. 3 hrs. lec./On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

MKA 1455 History of Costume 3 semester hours

This course is designed to help students explore a history of civilization and art and its relation to fashion trends. The course will include illustrated lectures, visits to museums and a study of society and a reflection of political, economical and social conditions.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 2121 Interior Design III: Commercial Decoration, Window 3 semester hours

Students will study window treatments, lighting, accessories, and table appointments. Approximately one-half semester will be devoted to commercial decoration including such topics as office interiors, office furniture, commercial floor coverings, wall materials and accessorizing, commercial interiors an integrating project. Will deal with planning the commercial interior.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

MKA 2125 Fashion Illustration 3 semester hours

This course encompasses procedures and principles of fashion illustration. Students will learn how to render fabrics and accessories in pen and ink and brush techniques suitable to linecut production. Students study fashion illustrations in various media and analyze styles and techniques. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 2152 Home Furnishings Marketing II 3 semester hours

Students will work with customers budgets, determining appropriate furnishings, floor coverings, bedding materials, wall covering materials, and kitchen equipment. In addition, the students will study furniture construction in depth. They will also complete an integrating project developing an interior plan for a consumer's home.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 2409 Principles of Fashion Coordination 3 semester hours

This course offers hypothetical experience in the coordination and presentation of fashion. Students will analyze fashion information and present the results in terms of a fashion show or clinic. They will study the functions of fashion coordinators and directors in retail and wholesale fields.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 2424 Fashion Buying 3 semester hours

This course is designed to acquaint students with the basics of merchandising, the role of a buyer, and buying principles. Emphasis is on the technical processes in merchandising, merchandising math, and planning for profit. Students analyze consumer buying habits and the motivation of consumers in terms of implications for retail buying.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 2955 Fashion Marketing Study Tour 3 semester hours

The Fashion Marketing Study Tour is a course which is taught on-location in one or several major fashion centers in foreign locations. The student has the opportunity to visit major fashion markets to observe activities in the textile and apparel industries as they relate to marketing, promotion, design and merchandising. Pre-departure workshops will be conducted on campus at which time each student will have the opportunity to hear pertinent lectures concerning topics and visits planned for the tour. Term III-B.

Lect Hrs=06 Lab Hrs=00 Othr Hrs=42

MKA 2956 Fashion Marketing Study Tour 6 semester hours

The Fashion Marketing Study Tour is a course which is taught on-location in one or several major fashion centers in foreign locations. The student has the opportunity to visit major fashion markets to observe activities in the textile and apparel industries as they relate to marketing, promotion, design and merchandising. In-depth research will be conducted by each student in each of the fashion centers visited. Pre-departure workshops will be conducted on campus at which time each student will have the opportunity to hear pertinent lectures concerning topics and visits planned for the tour. Term III-B.

Lect Hrs=12 Lab Hrs=00 Othr Hrs=84

MILITARY SCIENCE

MIS 1300 Small Unit Tactics 1 semester hour

Small unit tactics, firepower, communications, basic military teams. ED.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MIS 1410 Leadership & Management 1 semester hour

Officer's role as a leader and manager historical case. ED.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MIS 2025 Organization of the Army 1 semester hour

This course is designed to provide the student with an understanding of the elements of the U.S. defense establishment. Study of the organization of the Army with emphasis on mission. GU.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MIS 2333 Map Reading 1 semester hour

Organization of military teams, map reading, marksmanship. ED GU.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MUSIC

MUE 1450 Woodwind Class 1 semester hour

Development of elementary performing skill on the clarinet. Basic study of all woodwind instruments. Examines literature and teaching techniques for group instruction of students. Two hours weekly. Corequisite: MUT 1121, MUT 1122, MUT 2126, or MUT 2127. Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MUE 1460 Brass Class 1 semester hour

Development of elementary performing skill on the cornet. Basic study of all brass instruments. Examines literature and teaching techniques for group instruction of students. Two hours weekly. Corequisite: MUT 1121, MUT 1122, MUT 2126 or MUT 2127. Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MUE 1470 Percussion Class 1 semester hour

Development of elementary performing skill on the snare drum. Basic study of all percussion instruments. Examines literature and teaching techniques for group instruction of students. Two hours weekly. Corequisite: MUT 1121, MUT 1122, MUT 2126, or MUT 2127. Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MUE 2402 Music for the Elementary Classroom Teacher 3 semester hours

Systematic study of the elements of music. Primarily for elementary education majors. On Demand.			credit. Term I and II.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=00	Lab Hrs=48	Othr Hrs=00
MUH 2001 Seminar in Special International Studies	3 semester hours		MUN 1600 Introduction to Recording Studio Procedures	4 semester hours	
A combination of classroom preparation and foreign travel with an emphasis on in-depth studies of major musical works. Meets area 8 AA degree general education requirements. 3 hrs. lec./Term III.			Fundamentals and techniques of modern multi track recording. Areas of concentration are studio procedures, equipment operation, microphone selection and placement. Signal processors, musical instrument isolation, and acoustical properties.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=45	Lab Hrs=15	Othr Hrs=00
MUH 2111 Music History and Literature	3 semester hours		MUN 1710 Jazz Ensemble	1 semester hour	
A survey course tracing the historical development of Western music from antiquity through the Classical period. Emphasis on major composers and their works. Recommended for second year music students. Meets area 2 and 5 AA degree general education requirements. Three hours lecture./Term I.			Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit. Term I and II.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=00	Lab Hrs=48	Othr Hrs=00
MUH 2112 Music History and Literature	3 semester hours		MUN 1501 Opera Workshop	1 semester hour	
Continuation of MUH 2111. Romantic and contemporary periods. Recommended for second year music students. Meets area 2 and 5 AA degree general education requirements. Three hours lecture./Term II.			Open to all college students by audition. The study and performance of opera literature. May be taken four times for transfer credit. Term I and II.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=00	Lab Hrs=48	Othr Hrs=00
MUL 2011 Music Appreciation	3 semester hours		MUT 1001 Fundamentals of Music	3 semester hours	
Course for non-music majors, designed to enlarge the student's personal appreciation of music and to expand his knowledge of music for cultural information. Emphasis on evaluation and listening to music from the great cultures of the world.			A study of basic music fundamentals for the beginning music major whose background in music has been minimal. Three hours lecture. Term I, II and III.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
MUL 2380 Jazz & Popular Music in America	3 semester hours		MUT 1121 Music Theory I	4 semester hours	
A survey of the development of popular and jazz music with emphasis on musical styles and outstanding artists who developed these styles. This course cannot be used to satisfy the Humanities requirements for the AA degree. 3 hours lecture./On Demand.			Integrated course in written theory and analysis, sight-singing, aural training, and related keyboard skills. Emphasis on diatonic materials. Five class periods weekly. Meets area 5 AA degree general education requirements. 3 hrs. lec., 2 hrs. lab./Term I and II.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	Lect Hrs=48	Lab Hrs=32	Othr Hrs=00
MUN 1100 Band	1 semester hour		MUT 1122 Music Theory II	4 semester hours	
Open to all students, faculty and members of the community who play a band instrument. Chairs assigned by the conductor through audition. Three hours rehearsal weekly. May be taken four times for transfer credit. Term I and II.			Continuation of MUT 1121. Prerequisite: MUT 1121. Five class periods weekly. Term II and III.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00	Lect Hrs=48	Lab Hrs=32	Othr Hrs=00
MUN 1280 Orchestra	1 semester hour		MUT 2126 Music Theory III	4 semester hours	
Open to all students, faculty, and members of the community who play an orchestral instrument. Chairs assigned by the conductor through audition. 3 hours rehearsal weekly. May be taken four times for transfer credit. Term I and II.			Continuation of MUT 1122. Concentration on chromatic materials, musical forms, and 20th century techniques. Prerequisite: MUT 1121, MUT 1122. Five class periods weekly. Term I.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00	Lect Hrs=48	Lab Hrs=32	Othr Hrs=00
MUN 1310 College Singers	1 semester hour		MUT 2127 Music Theory IV	4 semester hours	
Open to all college students by audition. Three hours rehearsals weekly. May be taken four times for transfer credit. Term I and II.			Continuation of MUT 2126. Prerequisite: MUT 1121, MUT 1122, MUT 2126. Five class periods weekly. Term II.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00	Lect Hrs=08	Lab Hrs=00	Othr Hrs=00
MUN 1460 Chamber Ensemble	1 semester hour		MUT 2641 Jazz Theory and Improvisation I	3 semester hours	
Small group whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three hours rehearsals weekly. May be taken four times for transfer credit. Term I and II.			A study of the materials and structure of jazz music and the development of improvisational skills. Prerequisite: MUT 1121. Three hours lecture.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00	Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
MUN 1460 Chamber Ensemble	1 semester hour		MUT 2642 Jazz Theory and Improvisation II	3 semester hours	
Small group whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three hours rehearsals weekly. May be taken four times for transfer credit. Term I and II.			Prerequisite: MUT 2641. Three hours lecture.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00	Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
MVS 1116 Guitar Class	1 semester hour		MVV 1111 Voice Class	1 semester hour	
Class instruction in beginning classical guitar techniques. On demand.					
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00			

Fundamentals of voice production and building of solo repertoire. Two hours weekly. Term I, II and III.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MUE 1440 String Class **1 semester hour**
 Development of elementary performing skill on the violin; basic study of all string instruments. Examines literature and teaching techniques for group instruction of students. Two hours weekly. Corequisite: MUT 1121, MUT 1122, MUT 2126, or MUT 2127. Term I and II.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MUR 2501 Service Playing **2 semester hours**
 Techniques and materials used in playing church services, including conducting techniques from the organ console. Two hours weekly. On demand.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MVB 1211 Trumpet **1 semester hour**
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 1212 French Horn **1 semester hour**
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 1213 Trombone **1 semester hour**
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 1214 Baritone Horn **1 semester hour**
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 1215 Tuba **1 semester hour**
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 1311 Trumpet **2 semester hours**
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 1312 French Horn **2 semester hours**
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 1313 Trombone **2 semester hours**
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 1314 Baritone Horn **2 semester hours**
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 1315 Tuba **2 semester hours**
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 1411 Trumpet **2 semester hours**
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 1412 French Horn **2 semester hours**
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 1413 Trombone **2 semester hours**
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 1414 Baritone Horn **2 semester hours**
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 1415 Tuba **2 semester hours**
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 2221 Trumpet **1 semester hour**
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 2222 Secondary Sophomore French Horn **1 semester hour**
 One half hour lesson weekly, and one hour practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 2223 Trombone **1 semester hour**
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 2224 Baritone Horn **1 semester hour**
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 2225 Tuba **1 semester hour**
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVB 2321 Principal Sophomore Trumpet **2 semester hours**
 One hour lesson weekly, and two hours practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 2322 French Horn **1 semester hour**
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 2323 Trombone **1 semester hour**
 One hour lesson weekly, and two hours practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 2324 Baritone Horn **1 semester hour**
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 2325 Tuba **1 semester hour**
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 2421 Trumpet **1 semester hour**
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 2422 French Horn **1 semester hour**
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVB 2423 Trombone **1 semester hour**
 One hour lesson weekly, and three hours of practice

daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	MVK 2324 Jazz Piano One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	
MVB 2424 Baritone Horn One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	1 semester hour One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	MVK 2421 Piano One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVB 2425 Tuba One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	1 semester hour One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	MVK 2423 Organ One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVK 1111 Piano Class Basic piano skills for the beginning student. Two hours weekly. On demand. Lect Hrs=00	1 semester hour Basic piano skills for the beginning student. Two hours weekly. On demand. Lect Hrs=00	Lab Hrs=32	Othr Hrs=00	MVK 2424 Jazz Piano One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVK 1211 Piano One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	1 semester hour One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	Lab Hrs=08	Othr Hrs=16	MVO 1211 Free Base Accordion One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	1 semester hour One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVK 1213 Organ One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	1 semester hour One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	Lab Hrs=08	Othr Hrs=16	MVO 1311 Free Base Accordion One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVK 1311 Piano One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=32	MVO 1411 Free Base Accordion One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVK 1313 Organ One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=32	MVO 2221 Free Base Accordion One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	1 semester hour One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVK 1411 Piano One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=48	MVO 2321 Free Base Accordion One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVK1413 Organ One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=48	MVO 2421 Free Base Accordion One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVK 2121 Piano Class Continuation of MVK 1111, two hours weekly. Pre-requisite: MVK 1111. On demand. Lect Hrs=00	1 semester hour Continuation of MVK 1111, two hours weekly. Pre-requisite: MVK 1111. On demand. Lect Hrs=00	Lab Hrs=32	Othr Hrs=00	MVP 1211 Percussion One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	1 semester hour One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVK 2221 Piano One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	1 semester hour One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	Lab Hrs=08	Othr Hrs=16	MVP 1311 Percussion One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVK 2223 Organ One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	1 semester hour One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	Lab Hrs=08	Othr Hrs=16	MVP 1411 Percussion One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and three hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVK 2224 Jazz Piano One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	1 semester hour One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	Lab Hrs=08	Othr Hrs=00	MVP 2221 Percussion One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	1 semester hour One half hour lesson weekly, and one hour of practice daily. Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVK 2321 Piano One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=32	MVP 2321 Percussion One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVK2323 Organ One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	2 semester hours One hour lesson weekly, and two hours of practice daily. Lect Hrs=00	Lab Hrs=16	Othr Hrs=32	MVP 2421 Percussion One hour lesson weekly, and three hours of practice	2 semester hours One hour lesson weekly, and three hours of practice		

daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=48

MVS 1211 Violin 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 1212 Viola 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 1213 Cello 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 1214 String Bass 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 1215 Harp 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 1216 Classical Guitar 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=16

MVS 1311 Violin 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1312 Viola 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1313 Cello 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1314 String Bass 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1315 Harp 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1316 Classical Guitar 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32

MVS 1411 Violin 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1412 Viola 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1413 Cello 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1414 String Bass 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1415 Harp 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 1416 Classical Guitar 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=48

MVS 2221 Violin 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 2222 Viola 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 2223 Cello 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 2224 String Bass 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 2225 Harp 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 2226 Classical Guitar 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=16

MVS 2227 Electric Bass 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVS 2228 Jazz Guitar 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=16

MVS 2321 Violin 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2322 Viola 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2323 Cello 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2324 String Bass 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2325 Harp 2 semester hours
One hour lesson weekly, and two hours of practice daily.

daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2326 Classical Guitar 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32

MVS 2327 Electric Bass 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2328 Jazz Guitar 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32

MVS 2421 Violin 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2422 Viola 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2423 Cello 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2424 String Bass 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=48

MVS 2425 Harp 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2426 Classical Guitar 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=48

MVS 2427 Electric Bass 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVS 2428 Major Sophomore Jazz Guitar 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVV 1211 Voice 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=16

MVV 1311 Voice 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32

MVV 1411 Voice 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=48

MVV 2221 Voice 1 semester hour
One half hour lesson weekly, and one hour of practice daily.

Lect Hrs=00 Lab Hrs=08 Othr Hrs=16

MVV 2321 Voice 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32

MVV 2421 Voice 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=48

MVV 1211 Flute 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVV 1212 Oboe 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVV 1213 Clarinet 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVV 1214 Bassoon 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVV 1215 Saxophone 1 semester hour
One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVV 1311 Flute 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVV 1312 Oboe 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVV 1313 Clarinet 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVV 1314 Bassoon 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVV 1315 Saxophone 2 semester hours
One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVV 1411 Flute 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVV 1412 Oboe 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVV 1413 Clarinet 2 semester hours
One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 1414 Major 2 semester hours
Freshman Bassoon
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 1415 Saxophone 2 semester hours
 One hour lesson weekly, and three hours of practice daily.
 =00 Lab Hrs=16 Othr Hrs=00

MVW 2221 Flute 1 semester hour
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVW 2222 Oboe 1 semester hour
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVW 2223 Clarinet 1 semester hour
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVW 2224 Bassoon 1 semester hour
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVW 2225 Saxophone 1 semester hour
 One half hour lesson weekly, and one hour of practice daily.
 Lect Hrs=00 Lab Hrs=08 Othr Hrs=00

MVW 2321 Flute 2 semester hours
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 2322 Oboe 2 semester hours
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 2323 Clarinet 2 semester hours
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 2324 Bassoon 2 semester hours
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 2325 Saxophone 2 semester hours
 One hour lesson weekly, and two hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 2421 Flute 2 semester hours
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 2422 Oboe 2 semester hours
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 2423 Clarinet 2 semester hours
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 2424 Bassoon 2 semester hours

One hour lesson weekly, and three hours of practice daily.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 2425 Saxophone 2 semester hours
 One hour lesson weekly, and three hours of practice daily.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

NURSING TECHNOLOGY

NUR 1021 Nursing Process 6 semester hours
 A theoretical course for the beginning nursing student. Nursing process provides the student with the fundamentals of nursing including nursing process, assessment, legalities, hygiene and basic skills and an understanding of needs of the medical surgical patient. This course contains health teaching, stress, surgical asepsis and preoperative and postoperative care..

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

NUR 1021L Nursing Process 4 semester hours
Clinical Lab

A clinical course for the beginning nursing student. Nursing process provides the student with the fundamentals of nursing including nursing process. Assessment legalities, hygiene and basic skills, and an understanding of the needs of medical surgical patients; this course contains health teaching, skills, surgical asepsis, and preoperative and postoperative care.

Lect Hrs=00 Lab Hrs=224 Othr Hrs=00

NUR 1421 Health Care of Women 3 semester hours
 Health care of women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/new born during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

NUR 1421L Health Care of Women 2 semester hours
Clinical Laboratory

Health care of women is a clinical course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

Lect Hrs=00 Lab Hrs=112 Othr Hrs=00

NUR 1524 Nursing Care of the Psychiatric Patient 3 semester hours

This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

- NUR 1524L Nursing Care of the Psychiatric Patient Clinical Lab** 2 semester hours
This clinical course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.
Lect Hrs=00 Lab Hrs=112 Othr Hrs=00
- NUR 1730 Pediatric Nursing and Common Elements of Nursing** 3 semester hours
The pediatric component of this course is designed to provide an understanding of growth and development through the stages of childhood. The common elements nursing care component is designed to provide an indepth understanding of common elements related to nursing. Common elements including charting, medical legal issues, nursing process, assessment, diagnostic studies, fluid and electrolyte balance and acid base balance.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- NUR 1730L Pediatric Nursing and Common Elements of Nursing Lab** 2 semester hours
This clinical course provides the student with an understanding of growth and development through the stages of childhood, as well as common elements related to nursing.
Lect Hrs=00 Lab Hrs=112 Othr Hrs=00
- NUR 2001 Transition Nursing I** 9 semester hours
This theoretical course for the LPN covers the following concepts: nursing process, legal aspects of nursing, communication techniques, health teaching, and alterations of ingestion, metabolism, elimination, reproduction, and cardio respiratory functions. Prerequisites: CHM1030, APB1190, APB1190L. Corequisites: TR NUR I Cl Lab, APB1191, APB1191L.
Lect Hrs=144 Lab Hrs=00 Othr Hrs=00
- NUR 2001L Transition Nursing I Clinical Laboratory** 3 semester hours
This course for the LPN provides clinical opportunities to develop in assessment, health teaching, and communication. The student will care for patients who have alterations in ingestion, digestion, metabolism, elimination, reproduction and cardio respiratory functions. Prerequisites: CHM1030, APB1190, APB1190L. Corequisites: Tr Nur I, APB1191, APB1191L.
Lect Hrs=00 Lab Hrs=168 Othr Hrs=00
- NUR 2203 Transition Nursing III** 4 semester hours
This theoretical course for the LPN covers the knowledge necessary to care for adult patients with alterations in endocrine, neurological, musculoskeletal and integumentary function. Prerequisite: Transition Nursing II, Transition Nursing II Clinical Lab. Corequisites: Transition Nursing III Clinical Lab.
Lect Hrs=00 Lab Hrs=56 Othr Hrs=00
- NUR 2203L Transition Nursing III** 1 semester hour
Clinical Lab
This course for the LPN provides clinical opportunities to develop skills as related to alterations in the endocrine, neurological, musculoskeletal and integumentary functions. Prerequisites: Transition Nursing II, Transition Nursing II Clinical Lab. Corequisite: Transition Nursing III.
Lect Hrs=00 Lab Hrs=56 Othr Hrs=00
- NUR 2220 Medical-Surgical Nursing I** 3 semester hours
Medical-Surgical Nursing I is a course designed to provide the student with knowledge of alterations of ingestion, digestion, metabolism, and elimination through-

out the life cycle. The major focus is directed at meeting the health care needs of the adult and pediatric patient through utilization of the nursing process. The student will be expected to integrate principles of anatomy, physiology, and pathophysiology of the digestive and genito urinary systems into the nursing process. Components of pharmacology and nutrition will be included in this course. Consideration will also be given to the psychosocial aspects of the wellness illness continuum.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

- NUR 2220L Medical-Surgical Nursing I Clinical Lab** 2 semester hours
Medical-Surgical Nursing I Clinical Lab is a course designed to provide the student with the opportunity to utilize the nursing process in the care of patients with alterations in ingestion, digestion, metabolism, and elimination throughout the life cycle. The student will be expected to correlate theoretical knowledge and scientific principles with clinical situations. Observational experiences, written assignments and performance exams may be included in this course.
Lect Hrs=00 Lab Hrs=112 Othr Hrs=00
- NUR 2221 Medical-Surgical Nursing II** 3 semester hours
This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardio pulmonary dysfunctions throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, and nursing assessments and interventions necessary to treat these patients. The student will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- NUR 2221L Medical-Surgical Nursing II Clinical Lab** 2 semester hours
In this course the student will be responsible for applying the nursing process to assigned patients with alterations in cardio pulmonary functioning. This experience will require both clinical and written assignments. Evaluation will be based on the application of the nursing process to assigned patients.
Lect Hrs=00 Lab Hrs=112 Othr Hrs=00
- NUR 2222 Medical-Surgical Nursing III** 3 semester hours
Alterations in mobility and skin integrity is a course designed to provide the student with the knowledge of the musculoskeletal and integumentary systems throughout the life cycle. The major focus is directed toward an understanding of how alterations of the musculoskeletal and integumentary systems will present difficulties to the patient and significant others. The student is expected to understand utilization of the nursing process in providing care to the patient with orthopedic dysfunction and the patient with actual or potential impairment of skin integrity. Considerations are given to assist the student in dealing with the physiological and psychosocial aspects of patient care. Transition is a course designed to provide the knowledge necessary to move from the role of a student to that of a registered nurse. The focus is directed toward the legal ethical and professional responsibilities of the nurse in managerial and coordinating roles. There is an awareness of nurse/team responsibilities in emergency situations. This course will depend heavily upon group presentations and discussions. It is meant to develop leadership abilities and to raise awareness of the legal/ethical situations that the nurse may find in practice. It helps warn of potential dangers, but gives skills to problem solve these situations.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- NUR 2222L Medical-Surgical** 2 semester hours

Nursing III Clinical Lab

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in endocrine or neurological functions. The principles of rehabilitation will be emphasized. This experience will require both clinical and written assignments. Evaluation will be based on the nursing process.

Lect Hrs=00 Lab Hrs=112 Othr Hrs=00

NUR 2223 Medical-Surgical Nursing IV 3 semester hours

Alterations in mobility and skin integrity are components of this course. Also, transition as a component is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

NUR 223L Medical-Surgical Nursing IV Clinical Lab 3 semester hours

This course will provide the student with the opportunity to apply the nursing process in the clinical area to specific patients with alterations in mobility and skin integrity. Also, this course will provide the student with an opportunity to develop leadership and managerial skills necessary for the role of a registered nurse at the ADN level. The student will be responsible for coordinating care for a group of patients, including awareness of legal and ethical issues.

Lect Hrs=00 Lab Hrs=168 Othr Hrs=00

NUR 2412 Transition Nursing II 9 semester hours

This theoretical course for the LPN covers the following concept: health care of women as it relates to childbearing, pediatric nursing and psychiatric nursing. Prerequisites: Transition Nursing I, Transition Nursing I Clinical Lab, APB1191, APB1191L. Corequisites: Transition Nursing II Clinical Lab, PSY2012.

Lect Hrs=144 Lab Hrs=00 Othr Hrs=00

NUR2412L Transition Nursing II Clinical Lab 3 semester hours

This course for the LPN provides clinical opportunities to develop skills as relates to obstetrical, pediatric, and psychiatric nursing. Prerequisites: Transition Nursing I, Transition Nursing I Clinical Lab APB1191 and APB1191L. Transition Nursing II, PSY2012.

Lect Hrs=00 Lab Hrs=168 Othr Hrs=00

NUR2801 Transition Nursing IV 2 semester hours

This theoretical course for the LPN covers the following concepts: leadership, team management, legal ethical situations, problem solving techniques, interviewing techniques and emergency nursing. Prerequisite: Transition Nursing III, Transition Nursing III Clinical Lab. Completion of all general education requirements or departmental approval. Corequisites: Tradition Nursing IV Clinical Lab.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

NUR2801L Transition Nursing IV Clinical Lab 2 semester hours

This course for the LPN provides clinical opportunities to develop leadership skills, team management skills and legal ethical responsibilities. Prerequisites: Transition Nursing III, Transition Nursing III Clinical Lab, completion of all general education requirements or department approval. Corequisites: Transition Nursing IC.

Lect Hrs=00 Lab Hrs=112 Othr Hrs=00

OFFICE CAREERS

CAP 1930 Special Topics: 3 semester hours

The Computer and Modern Living

Application of the computer to modern living in business, science and mathematics.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BTE 2943 Current Business Practices 3 semester hours

This course is designed for use as a vehicle to organize classes for business teachers or business students for the study of specific areas of business practices in the local community or in the state of Florida. (Short field trips or travel within the state may be required).

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2012 Office Management 3 semester hours

An analysis of various office departments, their organization and management, with emphasis on the methods used in selection and training of office personnel, office planning and layout; scientific analysis of office procedures, office jobs, office forms, and their relation to cost control; types and uses of office appliances; and other techniques necessary for efficient operation of the modern office.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SES 1100 Basic Typing Part 1 1 semester hour

This typing credit is an introduction to the keyboard with development of fundamental techniques for touch typewriting. Simple exercises in horizontal and vertical centering are included. Two laboratory hours per week are expected in addition to the three class hours. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr./Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

SES 1101 Basic Typing Part 2 1 semester hour

Prerequisite: ability to type 21 words a minute for 2 minutes with 5-error cut off. This part of typing includes skill development, simple correspondence (blocked business, personal, and formal letters). Simple tabulations, simple manuscripts, enumerations and basic report forms. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr./Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

SES 1102 Basic Typing Part 3 1 semester hour

Prerequisite: ability to type 27 words a minute for 5 minutes with 5-error cutoff. Includes skill development, postal cards, business letters and envelopes, interoffice memos, invoices, telegrams, revision marks, bound and unbound reports and manuscripts with footnotes. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr./Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

SES 1110 Intermediate Typing Part 4 1 semester hour

Prerequisite: ability to type 35 words a minute for 5 minutes with 4-error cut off. This typing credit includes skill development, word division, semiblocked letters, tables (open, ruled, boxed), news releases and ma-

- nuscripts for publication. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of term.) 1 hr./Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- SES 1111 Intermediate Typing** 1 semester hour
Part 5
Prerequisite: ability to type 39 words a minute for 5 minutes with 4 error cut off. This part of typing includes skill development, letter styles, billing and payroll forms, displays, reports, job applications, and resumes. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr./Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- SES 1112 Intermediate Typing** 1 semester hour
Part 6
Prerequisite: ability to type 42 words a minute for 5 minutes with 4-error cut off. Includes skill development, two page letters, simple financial statements, and legal papers. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of term.) 1 hr./Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- SES 1141 Computer Keyboarding** 1 semester hour
Prepares students for the growing variety of jobs which require keyboarding skills to input data accurately and quickly. Designed for all majors.
Lect Hrs=15 Lab Hrs=10 Othr Hrs=00
- SES 1150 Word Processing: Introduction and Theory** 3 semester hours
An introduction to word processing as a concept in relation to procedures, equipment, training, and career opportunities. Topics include word processing equipment, communication skills, reference materials, media, filing, work measurement and evaluation, safety, employability, industry trends, and applications of word processing to various industries.
Lect Hrs=45 Lab Hrs=00 Othr Hrs=03
- SES 1210 Shorthand I** 3 semester hours
Prerequisite: credit in SES 1102 Basic Typing Part 3 or equivalent. Presentation of theory of manually written shorthand with emphasis on the development of writing skill and accurate transcription of simple new material dictation. Three laboratory hours per week are expected in addition to the three class hours.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- SES 1211 Shorthand II** 3 semester hours
Prerequisites: minimum grade of C in SES 1210 and concurrent enrollment in or credit in SES 1112. Intermediate Typing Part 6 or equivalent. Review of theory and brief forms, intensive development of shorthand writing skills and transcription skills, new material dictation with previews, and introduction to usable transcripts of short business letters. Three laboratory hours per week are expected in addition to the three class hours.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- SES 1221 Machine Shorthand I Stenograph** 6 semester hours
Suggested prerequisite: SES 1102. Basic Typing Part 3, or equivalent. Basic theory of machine shorthand with speed development and rapid reading of notes. Beginning transcription skills are taught with the dictation and transcription of short paragraphs and simple letter material. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with department head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 6 hrs. lec./Term I and II.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00
- SES 1222 Machine Shorthand II Stenograph** 6 semester hours
Prerequisites: SES 1221 and SES 1102. Basic Typing Part 3, or equivalent. A continuation of SES 1221 covering advanced theory, rapid and accurate reading of notes, dictation for speed building, and accurate typewritten transcripts. 6 hrs. lec./Term I, II and III.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00
- SES 1223 Machine Shorthand III Stenograph** 6 semester hours
Prerequisites: SES 1222, SES 1112 Intermediate Typing Part 6 or equivalent, BUL 2111, and SES 2335. An advanced speed building course with vocabulary development related to court and conference reporting terms and shortcuts. Particular emphasis is placed on accurate writing at higher speed levels and on dictated and written transcription of courtroom testimony and conferences. 6 hrs. lec./Term I, II and III.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00
- SES 1271 Alphabetic Speed Writing** 3 semester hours
Presentation of alphabetic shorthand theory and speed development up to 80 words a minute. Uses include taking class notes, interview notes, meeting minutes, and applications required for some office positions. Additional speed building ability can be obtained in Shorthand II. (This alphabetic shorthand course may serve as the prerequisite for SES 1211.) Two laboratory hours per week are recommended in addition to three class hours.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=48
- SES 1401 Office Procedures** 3 semester hours
Prerequisite: credit in SES 1102 Basic Typing Part 3 or equivalent. Theory and practice of filing rules and procedures, routines common to all offices (processing mail, telephone usage, handling appointments, etc.). Office automation and equipment, discussion of career goals, job interview, and job application procedures are included in the course, which does not require a knowledge of shorthand.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- SES 2120 Expert Typing** 1 semester hour
Part 7
Prerequisite: ability to type 45 words a minute for 5 minutes with 3-error cut off. This typing credit includes skill development, letter series with copies, printed forms, and formal report with footnotes. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr./Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

SES 2121 Expert Typing 1 semester hour**Part 8**

Prerequisite: Ability to type 49 words a minute for 5 minutes with 3-error cut off. Includes skill development, secretarial correspondence, statistical tabulation, and space saver reports. (Note: Students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr./Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

SES 2122 Expert Typing 1 semester hour**Part 9**

Prerequisite: Ability to type 52 words a minute for 5 minutes with 3-error cut off. Includes skill development, production tests, and various unarranged problems requiring decisions. 1 hr./Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

SES 2151 Information/Word 1 semester hour**Processing Applications 1**

Prerequisite: SES 1112 Intermediate Typing Part 6 or equivalent. A basic course in operating specific word processing equipment with emphasis on machine proficiency in elementary applications.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=32

SES 2152 Information/Word 1 semester hour**Processing Applications 2**

Prerequisites: SES 2151 Word Processing Applications 1 or equivalent. A course in operating specific word processing equipment not covered in SES 2151, or the continuation of training on the same equipment used in SES 2151. Emphasis is placed on processing business correspondence and reports.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=32

SES 2153 Information/Word 1 semester hour**Processing Applications 3**

Prerequisite: SES 2152 Word Processing Applications 2 or equivalent. A course in operating specific word processing equipment not covered in SES 2152, or the continuation of training on the same equipment used in SES 2152. Emphasis is placed on processing business correspondence and reports.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=32

SES 2154 Information/Word 1 semester hour**Processing Applications 4**

Prerequisite: SES 2153 Word Processing Applications 3 or equivalent. A course in operating specific word processing equipment not covered in SES 2153, or the continuation of training on the same equipment used in SES 2153. Emphasis is placed on processing business correspondence and reports.

Lect Hrs=15 Lab Hrs=00 Othr Hrs=01

SES 2160 Information/Word 1 semester hour**Processing Applications 5**

Prerequisite: SES 2154 Word Processing Applications 4 or equivalent. A course in operating specific word processing equipment not covered in SES 2154, or the continuation of training on the same equipment used in SES 2154. Emphasis is placed on processing business correspondence and reports.

Lect Hrs=15 Lab Hrs=00 Othr Hrs=01

SES 2161 Information/Word 1 semester hour**Processing Applications 6**

Prerequisite: SES 2160 Word Processing Applications

5 or equivalent. A course in operating specific word processing equipment not covered in SES 2160, or the continuation of training on the same equipment used in SES 2160. Emphasis is placed on processing business correspondence and reports.

Lect Hrs=15 Lab Hrs=00 Othr Hrs=01

SES 2212 Shorthand III 3 semester hours**(Handwritten or Machine)**

Prerequisites: minimum grade of C in SES 1211 or SES 1222 or equivalent and ability to type 45 words per minute or permission of instructor. Continuation of skill development for sustained rapid writing and accurate transcription of new material dictation; office standards of speed and accuracy are emphasized in dictation for usable transcripts of business letters, which are varied in subject matter, length, and difficulty. Two laboratory hours per week are expected in addition to the three class hours.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

SES 2224 Machine Shorthand 6 semester hours**IV Stenograph**

Prerequisite: SES 1223 corequisites: MEA 1010 (if not taken previously). A continuation of SES 1223 for further speed building and vocabulary development with practice on legal and medical testimony, jury charges, hearings, and Congressional Record material. A study is also made of the court system, courtroom and hearing procedures, legal forms, and the production of cover and deposition transcripts. 6 hrs. lec./Term I, II and III.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

SES 2225 Machine Shorthand 3 semester hours**V (Stenograph)**

Prerequisite: SES 2224. This course includes speed building dictation for the development of skill to the required 225-word-per-minute level and transcripts of a 3-voice testimony, jury charges, courtroom testimony, Congressional Record material, etc. Accurate transcripts are essential. 3 hrs. lec./Term I and II.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

SES 2321 Business Machines 3 semester hours

Suggested prerequisite: MTB 1103, includes the touch system of operating electronic calculator and instruction for practical business applications is included. Calculator. 3 hrs./Term I, II and III.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

SES 2335 Business 3 semester hours**Communications**

Prerequisites: ENC 1101 and SES 1102 Basic Typing, Part 3, or equivalent. The study of the psychology and techniques of effective business writing, stressing the use, planning, and writing of important types of business letters report writing and the use of dictating equipment is included. 3 hrs. lec./Term I and II.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

SES 2361 Transcribing Machines I 3 semester hours

Prerequisites: for all students, credit in SES 1112 intermediate Typing Part 6 or equivalent; additional prerequisite for medical assisting, or medical secretarial majors, MEA 1010 additional prerequisite for legal secretarial majors, SES 2431. Skill development for accurate transcription of recorded dictation to office standard proficiency levels is emphasized; special material related to each student's major subject area is provided.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

- SES 2362 Transcribing Machines II** 3 semester hours
Prerequisites: SES 2361 and either credit in SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. A continuation of SES 2361 for the further development of transcription skills on special material related to the student's major. 3 hrs. lec./Term I, II and III.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- SES 2391 CPS Exam Prep Part I Behavioral SCI in Business** 1 semester hour
Part I prepares students to pass the Behavioral Science in Business Section of the Certified Professional Secretary examination. 1 hr. lec.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- SES 2392 CPS Exam Preparation Part 2 Business Law** 1 semester hour
Part 2 prepares students to pass the Business Law section of the Certified Professional Secretary examination. 1 hr. lec.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- SES 2393 CPS Exam Preparation Part 3 Economics and MGT** 1 semester hour
Part 3 prepares students to pass the Economics and Management section of the Certified Professional Secretary examination. 1 hr. lec.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- SES 2394 CPS Exam Preparation Part 4 Accounting** 1 semester hour
Part 4 prepares student to pass the Accounting section of the Certified Professional Secretary examination. 1 hr. lec.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- SES 2395 CPS Exam Preparation Part 5 SEC Skills DEC MK** 1 semester hour
Part 5 prepares students to pass the Secretarial Skills and Decision Making section of the Certified Professional Secretary examination. 1 hr. lec.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- SES 2396 CPS Exam Preparation Part 6 Office PRD Admn** 1 semester hour
Part 6 prepares students to pass the Office Procedures and Administration section of the Certified Professional Secretary examination. 1 hr. lec.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- SES 2402 Secretarial Procedures** 3 semester hours
Prerequisites: SES 1211 Shorthand II or SES 1222 Machine Shorthand II and SES 1112 Intermediate Typing Part 6, or equivalents. This course is designed for students completing their secretarial programs and includes decision making projects and/or discussion related to the duties, responsibilities, and personal qualifications of a secretary, the efficient handling of office routine matters, an overview of the secretarial profession as a career, and procedures and techniques of acquiring satisfying, challenging positions. 3 hrs. lec. and activity. Term II.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- SES 2431 Legal Secretarial Techniques I** 3 semester hours
Prerequisites: Credit in SES 1122, Intermediate Typing Part 6 and either credit in SES 2212 (or SES 1223) or concurrent enrollment in SES 2212 or SES 2431, an introduction to legal terminology, the typing of legal documents and pleadings, and office procedures

for the legal secretary. 3 hrs. lec./term I.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

- SES 2432 Legal Secretarial Techniques II** 3 semester hours
Prerequisite: SES 2431. A further study of legal terminology with emphasis on dictation and transcription of legal papers. 3 hrs./Term II.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

- SES 2944 Practicum in Court Reporting** 6 semester hours
Prerequisite: SES 2225, or concurrent enrollment in SES 2225 and permission of the instructor or Department Head. The student is assigned to work a minimum of 100 hours in the court system and is required to reproduce dictated and typewritten transcripts resulting from these field experiences. Conferences are arranged on an individual basis. 6 hrs. lec./Term I and II.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=192

- SES 2946 Practicum in Information/Word Processing** 3 semester hours
Prerequisite: SES 2161 and job entry level skill on at least two types of systems, and approval of the instructor or Department Chairman. The student is scheduled for a minimum of 45 hours for a combination of classroom discussions, advanced application assignments, and job site observations and/or practical work experiences in functioning word processing environments at business or industry installations. Assignments are designed to meet the student's individual needs and specific career goals. Critiques of at least ten articles, activity/work logs or summaries, written reports of field experiences, and a final report or project are required in addition to the observation and work-site hours. The student must provide his/her own transportation to sites within a twenty-mile radius of the campus at which enrolled. Conference with students and employers are arranged on an individual basis. Not offered in Term III.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=48

PEST CONTROL

- ENY 1007 Economic Entomology** 3 semester hours
An introduction to the natural history, classification, habits, anatomy, and development of insects and their relatives. Emphasis will be placed on those of pest control significance. A survey of control practices will be included. Three lecture hours per week. Term I
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
- ENY 1102 Insect Identification** 3 semester hours
The systematic identification of insects and other animals of pestiferous and biological importance to the horticultural and structural pest control industries. Three lecture hours weekly with occasional field trips. Term II
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- ENY 1220 Pesticides** 3 semester hours
The classification, mode of action, toxicity, mixing, registration, and safe application techniques of chemicals used in the pest control industry. Three lecture hours per week. Term II.
Lect Hrs=32 Lab Hrs=16 Othr Hrs=00
- ENY2011 Pest Control Business Administration** 3 semester hours
Studies in the basic nature of pest control services:

site selection, business and labor management, production, cost analysis, insurance, laws, taxation and other business methods as they relate to pest control business will be discussed. Three lecture hours weekly.

Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENY 2224 Household Pests and Control 4 semester hours

A practical approach to the identification, biology, life histories, inspection procedures, and controls involving general household pests. Three lecture hours weekly and three field trips required. term I.

Lect Hrs=48 Lab Hrs=32 Othr Hrs=00

ENY 2227 Wood Destroying Pests And Their Control 4 semester hours

A practical approach to the identification, biology, life history, detection and control of the termites, beetles and fungi which destroy wood in structures. The operation and selection of tools and equipment will also be demonstrated and discussed. Three lecture hours weekly and three field trips required. Term II.

Lect Hrs=48 Lab Hrs=32 Othr Hrs=00

ENY 2940 Field Service I 3 semester hours

Summer, full-time, on-the-job work experience with a pest control firm doing business in all categories. At least 30 hours per week for 6 weeks. Term III-A.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=180

ENY 2943 Advanced Field Service 3 semester hours

One term of part-time employment with a pest control firm doing business in all categories. At least 12 hours per week on-the-job for 15 weeks will be required. Work experience is approved by and under the jurisdiction and supervision of the PCT faculty member. Research projects and written reports commensurate with the individual's career goals are required. Term II.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=180

PHARMACOLOGY

APB 1600 Pharmacology I 2 semester hours

Audiovisual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields. Pharmacological contraindications and reactions are described. The administration of medications is detailed.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

APB 1602 Pharmacology III 1 semester hour

Specific therapy as applied in special allied health fields is surveyed. Required for respiratory therapy students. Audiovisual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

PHILOSOPHY

PHI 1100 Introductory Logic 3 semester hours

Study of the principles and evaluation of critical thinking including identification and analysis of fallacious as well as valid reasoning. Traditional, symbolic and mathematical logic will be considered and foundations will be laid for further study in each area. Prerequisites: ENC 1101 or equivalent. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHI 2010 Introduction to Philosophy 3 semester hours

Consideration of fundamental questions which man asks and some of the answers which he proposes.

Prerequisite: Sophomore standing. Meets area 2 or 5 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHI 2600 Introduction to Ethics 3 semester hours

Study of the basic concepts and principles of morals, moral values and judgements, as well as the leading ethical theories will be considered. Prerequisite: Sophomore standing. Meets area 2 or 5 AA degree general education requirements. Terms I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHYSICAL EDUCATION/HEALTH/DANCE

DAA 1160 Beginning Modern Dance 1 semester hour

Coeducational. Special fee is charged, see STUDENT FEES.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1200 Beginning Ballet 1 semester hour

Basic ballet steps including barre work, center floor movement including adagio and allegro work. Coeducational. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1300 Dance (Social) 1 semester hour

Coeducational. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1374 Dance (Folk and Square) 1 semester hour

Coeducational. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1376 P E Lab Folk, Square and Social Dance 2 semester hours

Open to physical education majors only. Meets three hours weekly. Offered every other year. Coeducational. Term I.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

DAA 1560 Beginning Jazz Dance 1 semester hour

Coeducational. Term I, II and III. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1600 Basic Tap 1 semester hour

Course will include beginning level tap steps including basic barre, centre floor exercises, step combinations and choreography. Coeducational. Students must furnish their own tap shoes. Term I, II and III. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 2161 Intermediate Modern Dance 1 semester hour

Floor work center of floor and barre work. Prerequisite: Instructor's approval. Coeducational.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 2201 Intermediate Ballet 1 semester hour

Course will include intermediate level ballet steps including barre work. Centre floor movement including adagio and allegro work. Coeducational. Prerequisite: Beginning ballet DAA 1200 or instructor's approval. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 2561 Intermediate Jazz Dance 1 semester hour

The study of jazz movement on intermediate learning

- level based on history, skills, and dance combinations. Designed to extend the knowledge of the student who completed beginning jazz dance. Prerequisite: DAA 1560 or instructor's approval. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- DAA 2601 Intermediate Tap** 1 semester hour
Course will include intermediate tap steps, intermediate barre, centre floor and advanced combinations, including choreography. Coeducational. Prerequisite: DAA 1600. Basic tap or instructor's approval. Students must furnish their own tap shoes. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- DAA 2700 Dance Composition** 1 semester hour
Principles of composition, student choreography and performance of solo and group compositions required. Prerequisite: Instructor's approval. Students should have had previous dance experience. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- HLP 1939 Health Fitness** 2 semester hours
Special Topics
A course primarily designed and organized so that students of all ages can maintain and/or improve his or her physical health, thru pre testing procedures and individual assessment of strength flexibility and cardiovascular endurance. From the data collected individual fitness and health plans will be described and carried out.
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
- PEL 1041 Recreation Games** 1 semester hour
Students may participate in a variety of activities such as: billiards, darts, horseshoes, croquet, bowling, fishing, ping pong, foosball and others.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1111 Beginning Bowling** 1 semester hour
The basic techniques for learning consistency of form in address, approach, swing, release, and follow through in bowling performance skills. (Shoes and ball provided.)
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1121 Beginning Golf** 1 semester hour
Introduces the golf swing and provides instruction in use of all irons and woods plus putting and approach shots. Rules and courtesies of the game are covered.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1131 Beginning Billiards** 1 semester hour
Includes the science and techniques of standard billiard games. Coeducational. Fee assessed at site of each class. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1141 Beginning Archery** 1 semester hour
To provide the student with opportunities to learn archery equipment selection and care, basic safety considerations, techniques and fundamentals of shooting, archery sports and games for a lifetime leisure sport.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1211 Softball** 1 semester hour
Coeducational. Students furnish gloves. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1321 Volleyball** 1 semester hour
Students learn the basic techniques of power volleyball such as bumping, setting, spiking, blocking and overhand serve and apply them in exciting, fast action power volleyball games.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1341 Beginning Tennis** 1 semester hour
Concentration on learning the basic skills of forehand, backhand, and serve. Scoring and rules of the singles and doubles are covered with an opportunity to apply them in game situations.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1441 Beginning Racquetball** 1 semester hour
Instruction in racquetball. Coeducational. Students must provide own racquets and balls, and safety glasses. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1621 Basketball** 1 semester hour
Separate sections are offered for men's and women's rules. Term I, II and III.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- PEL 2112 Intermediate Bowling** 1 semester hour
Emphasis is placed upon self improvement following the beginning bowling course. Advancing by learning "spot" bowling and recognizing through analysis, to detect your own bowling inconsistencies. (Shoes and ball provided.)
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2122 Intermediate Golf** 1 semester hour
Provides individualized help in correcting problems in golf swing and introduces advanced shots and techniques. The majority of the course provides extensive opportunities for guided play on a golf course.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2132 Intermediate Billiards** 1 semester hour
Course will include advanced techniques in snooker, one pocket bank, pool rotation, cribbage and three cushion billiards. Prerequisite: PEL 1131 or instructor's approval. Fee assessed at site of each class. Term I, II and III. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2142 Intermediate Archery** 1 semester hour
For students having had the beginning course of instruction in archery or other students with previous shooting experience and specialized interests in archery. It would be desirable to have your own tackle. Prerequisite: PEL 1141 or instructor's approval. Coeducational. Special fees are charged, see STUDENT FEES. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2342 Intermediate Tennis** 1 semester hour
Reviews forehand, backhand, and serve and concentrates on the volley, approach shots, lob and overhead. Strategy and tactics of doubles and singles play are emphasized.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2442 Intermediate Racquetball, 4 wall** 1 semester hour
Involves the teaching of advanced skills and strategies in singles, cutthroat, and doubles play of four wall racquetball. Prerequisite: PEL 1441 or instructor's approval. Fee charged is thirty-one dollars. Students supply own racquets.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1011 Therapeutic Physical Education** 1 semester hour
Students will participate in a specialized activity program designed for the individual with consultation from the student and from a physician or physical therapist if necessary.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1102 Basic Conditioning 1 semester hour

An introduction to the major components of physical fitness with emphasis on increasing each of these components. This will be accomplished through positive behavior patterns associated with proper exercise, nutrition, rest, relaxation, and sleep, based on each student's particular needs. These components are: strength, power, endurance, stability and flexibility.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1107 Slimnastics 1 semester hour

A fundamental course in figure improvement. Includes exercises to music. Jogging, body measurements and other activities to enhance muscle toning and total fitness. Coeducational. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1121 Beginning Yoga Exercises 1 semester hour

Students will learn proper exercise, relaxation and balance of both the body and mind. A holistic approach to health is stressed.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1131 Beginning Weight Training 1 semester hour

An introduction to weight training principles both past and present and how the use of these principles in a well organized weight training program will lead to increased definition and strength. A record of daily food intake, development of an individual weight training program, and the ability to take accurate measurements will be required.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1146 Jogging for the Beginner 1 semester hour

This course delves into basic concerns of the beginning jogger such as safety factors, warm up and cool down, developing your own style, equipment selection, training principles, running with the elements, common injuries among runners, diet and weight control, and assessment test.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1341 Beginning Rollerskating 1 semester hour

Instruction of basic rollerskating techniques. Coeducational. Special fee is charged, see STUDENT FEES.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1361 Horsemanship 1 semester hour

Coeducational. Fee is sixty dollars.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1403 Unarmed Defense 2 semester hours

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

PEM 1405 Self Defense Judo V 1 semester hour

Introduction to different areas of self defense at developing fundamental knowledge of defense tactics and restraints. Coeducational. Term I and II. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1431 Judo I and Striking Defense 1 semester hour

Sport instruction includes motor skill practice in falling, turning out, throwing the 1st set of the go kyo no waza, holding, choking and joint locking techniques. Drill training is utilized in gripping, grip breaking defenses counters, variations, combinations and escapes form training. Includes instruction in the atemi no kata striking defense. Includes case studies of punching and kicking attacks. Safety precautions and the official rules governing contest and form competition are discussed and practiced. Coeducational. Students must supply own judogi. Term I and II. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1432 Judo II and 1 semester hour**Throwing Defense**

Sport instruction includes motor skill practice in falling, turning out throwing the 2nd set of the go kyo no waza, holding, choking and joint locking techniques. Drill training is utilized in gripping, grip breaking defenses counters, variations combinations and escapes form training. Includes instructions in the nage no kata, throwing defense. Includes case studies of shake-down, and tripping attacks. Safety precautions and the official rules governing contest and form competition are discussed and practiced. Coeducational. Prerequisite: must have completed a minimum of 32 hours of judo instruction or have instructor's approval. Students must supply own judogi.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1461 Beginning Fencing 1 semester hour

(Foil) Instructions in beginning fencing. Coeducational.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 1930 Aerobic Movement 1 semester hour

A course designed to improve cardiorespiratory fitness by a fitness activity that combines, exercise, and rhythmical movement.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 2122 Intermediate Yoga 1 semester hour

This course continues to increase the flexibility and control of body and mind. Advanced techniques in breathing meditation and nutrition are discussed.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 2132 Intermediate Weight Training 1 semester hour

A further study and practice of more advanced weight training principles and techniques depending on the student's special needs. Again, a record of daily food intake, development of an individual weight training program, and accurate measurements will be required.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 2342 Intermediate 1 semester hour

Rollerskating

Coeducational. Rollerskating at an intermediate level. Covers more advanced techniques on intermediate level dances. Prerequisite: PEM 1341.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 2362 Advanced Horsemanship 1 semester hour

Instructions in advanced horsemanship. Coeducational. Offered through travel study.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEM 2462 Intermediate Fencing II 1 semester hour

Advanced techniques of foil fencing and foil direction. Coeducational. Prerequisite: PEM 1461 or instructor's approval. Term I and II. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEN 1121 Beginning Swimming 1 semester hour

Coeducational. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEN 1171 Beginning Swimming 1 semester hour

for Fitness Coeducational. Beginning swimming with physical exercise and conditioning programs.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEN 1211 Beginning Water Skiing 1 semester hour

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEN 1231 Beginning Basic Sailing 1 semester hour

The basic course includes certain fundamentals and techniques of seamanship and sail handling as would be necessary for safe, enjoyable use of a sailboat. Coeducational. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PEN 2113 Advanced Life Saving and Advanced Survival Instructor's approval required. Coeducational. Term I. On Demand. Lect Hrs=00 Lab Hrs=32 Othr Hrs=00	LEI 1800 Outdoor Recreation and Education 3 semester hours History development and economic significance of outdoor recreation activities at the local, state and federal levels. Laboratory and field trips include camping and hiking activities. Emphasis on appreciation of natural resources. Not classified as an activity course. Elective credit only. On Demand. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
PEN 2122 Intermediate Swimming II 1 semester hour Coeducational. Term I, II and III. On Demand. Lect Hrs=00 Lab Hrs=32 Othr Hrs=00	LEI 1800C Outdoor Recreation 3 semester hours History, development and economic significance of outdoor recreation activities at the local, state and federal levels. Laboratory and field trips include camping and hiking activities. Emphasis on appreciation of natural resources. Coeducational. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
PEN 2123 Swimming III Advanced Swimming 1 semester hour Coeducational. Instructor's approval. On Demand. Lect Hrs=00 Lab Hrs=32 Othr Hrs=00	PEO 1003 Sports Officiating 3 semester hours Theory and practice of officiating in selected sports. High school federation rules in football, basketball and baseball or national association for girl's and women's rules in volleyball, basketball and softball will be taught. (See class schedule for detail of the rules to be covered). Not an activity course. Elective credit only. Offered every other year, Term II. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
PEN 2136 Scuba Diving 1 semester hour Instructor's approval required. Coeducational. Special fee charged see, STUDENT FEES. Must furnish own mask, snorkel, fins. Term I, II and III. Lect Hrs=00 Lab Hrs=32 Othr Hrs=00	PEO 1341 HPR Lab Archery and Tennis 2 semester hours Open to physical education majors only. Course is designed to aid prospective physical education teachers in teaching and becoming more skilled in archery and tennis. Students supply own racquet and balls. 3 hrs. weekly. Not classified as an activity course. Elective credit only. Offered every other year, Term II. On Demand. Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
PEN 2232 Intermediate Sailing 1 semester hour Prerequisite: PEN 1231 or approval of the instructor. Coeducational. Term I, II and III. Lect Hrs=00 Lab Hrs=32 Othr Hrs=00	PEO 2321 P E Lab Volleyball and Basketball 2 semester hours Open to physical education majors only. Meets three hours weekly. Offered every other year. Coeducational. Not Classified as an activity course. Elective credit only. Term II. On Demand. Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
PEN 2236 Sailing Racing Clinic 1 semester hour Coeducational. Instructor's approval. Not classified as an activity course. Elective credit only. On Demand. Lect Hrs=00 Lab Hrs=32 Othr Hrs=00	PEP 1990 Special Topics Physical Leadership 2 semester hours Course provides instruction in fitness testing and evaluation, personal exercise prescriptions, exercise physiology, types of exercise programs and leadership of exercise programs. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
HES 2000 Personal and Community Health 3 semester hours The study of health problems relating to the individual community including mental health, physical fitness, nutrition, the use of tobacco, alcohol and drugs, marriage and family living, safety, and the study of diseases. Not classified as an activity course. Elective credit only. Term I and II. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	PEP 2201 P E Lab Gymnastics 2 semester hours Open to physical education majors only. Meets three hours weekly. Not classified as an activity course. Elective credit only. Offered every other year, Term II. On Demand. Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
HSC 1400 First Aid and Safety 3 semester hours Accepted practices and training in first aid care of the injured and medical self help for survival in emergencies. Course includes suggested procedures effective until adequate medical assistance can be obtained. Principles of safety problems and accident prevention are included. Not classified as an activity course. Elective credit only. Term I, II and III. On Demand. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	PEP 1101 HPR Lab Aquatics 2 semester hours Open to physical education majors only. Meets three hours weekly. Not classified as an activity course. Elective credit only. Offered every other year, Term I. On Demand. Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
LEI 1000 Introduction to Recreation 3 semester hours Acquaints the individual with the recreation organization and opportunities for leaders in the field. Not classified as an activity course. Elective credit only. Term II. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	PEQ 2231 Teaching Sailing 1 semester hour This program enables a qualified person to teach sailing and issue basic I and II awards. Each graduate would receive his American National Red Cross instructor's card. Prerequisite: permission from instructor. Not classified as an activity course. Elective credit only. On Demand. Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
LEI 1310 Group Leadership 3 semester hours This course deals with the student's obtaining a practical knowledge of group situations and the principles necessary for effective recreation leadership. Not classified as an activity course. Elective credit only. On Demand. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	
LEI 1700 Recreation for Special Groups 3 semester hours Classroom and laboratory experience will include interaction with special groups. Not classified as an activity course. Elective credit only. On Demand. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	
LEI 1700C Recreation for Special Groups 3 semester hours Classroom and laboratory experience will include interaction with special groups. Coeducational. Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	

PET 1010 Introduction to Physical Education 3 semester hours
This course gives the prospective teacher early in his training, some understanding of what is involved in the profession and an adequate preparation for teaching. Coeducational.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHYSICAL SCIENCE

PSC 1121 Physical Sciences Survey 3 semester hours
A survey of physical sciences designed to introduce the studies of astronomy, chemistry, geology, meteorology and physics to the general education student. The relationship and effects of scientific events upon civilization are studied and discussed. Three hours weekly. Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PSC1191L Physical Sciences Survey Laboratory 3 semester hours
Experiments and exercises which supplement topics covered in PSC1121. Prerequisite or corequisite: PSC1121. Special fee is charged, see Student Fees. Meets area 4A or 5. AA Degree general education requirements. 2 hrs. Lab. Term I, II, and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHYSICAL THERAPY ASSISTANT

PHT 1000 Introduction to Physical Therapy 3 semester hours
Course introduces the student to the historical background, philosophy and goals of physical therapy as a profession. It incorporates discussion on legal and ethical issues, educational requirements, supervisory relationships and current developments related to physical therapy. Presents the basic theory, application and indications/contraindications for modality use as well as body mechanics, preparation of patient and treatment area, positioning and transferring techniques, gait training and wheelchair prescription. Special fee is charged, see Student Fees. Corequisite or Prerequisite: APB1190, APB 1190L, CHM 1033. Contact hrs.: 4 hrs. per wk./Term I/first year. Student Lec: 32.0, Student Lab: 32.0.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

PHT 1103 Anatomy for Physical Therapist Assisting 4 semester hours
Course introduces basic human anatomy with emphasis on the structure and function of the skeletal and muscular system. Actions, origins, insertions and innervations of muscles are discussed. Surface anatomy is presented with palpation skills developed. Special fee charged. See Student Fees. Corequisite: PHT1800, APB1191, APB1191L. Prerequisite: PHT1000, APB1190. Contact Hrs: 4 hrs per wk. Term II/First Year. Student Lec: 48.0, Student Lab: 16.0.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

PHT 1210C Disabilities & Therapeutic Procedures I 3 semester hours
Course introduces concepts of therapeutic exercise with regards to its principles, objectives, categories and various applications of specific exercise regimes. Orthopedic, medical and surgical conditions commonly referred to PT are presented with emphasis on etiology,

symptoms and treatment. Prerequisites: PHT1800, PHT1103. Corequisite: PHT1801. Contact hrs: 8 hrs. per wk, Term IIIA/First Yr. Student Lec: 12.0, student lab: 36.0.
Lect Hrs=12 Lab Hrs=36 Othr Hrs=00

PHT 1800 Therapeutic Modalities 3 semester hours
Course introduces the student to the theories and practical application of physical therapy modalities. The physiological effects of, indications/contraindications of heat, cold, radiant therapy, electrotherapy, traction, intermittent compression and massage are taught. Patient simulations and case studies enhance the ability to fill a prescription for PT. Techniques and theory of chest PT., burn management and cardiac rehab are demonstrated and practiced. Includes 8 hr/wk clinical observation over a three week period. Special fee charged. See Student Fees. Prerequisite: PHT1000. Corequisite: APB1191, APB1191L, PHT 1103. Contact Hrs: 6 hrs per wk. Term II/First year. Student Lec: 32.0, Student Lab: 64.0.
Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

PHT 1801 Clinical Practice I 3 semester hours
Course involves student assignment to a local clinical facility. Includes scheduled class meetings to discuss politics/procedures, appropriate dress and conduct, evaluation and grading processes, and overall requirements for the practicum. Discussions also include professionalism, attitudes, patient rapport, inter/intradepartmental rapport, etc. A journal report of clinical experiences is required. Students receive pass/fail grade. Prerequisite: PHT1103, PHT1800. Corequisite: PHT1201C. Contact Hrs: 12 hrs. per week, Term IIIA, first year.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=72

PHT 1210C Applied Kinesiology 3 semester hours
Course designed to instruct the student in principles of applied anatomy. Reinforcement of palpation and observational skills with regards to the analysis of human movement is stressed. The singular and combined functions of the muscular and skeletal systems, the principles of biomechanics and the various aspects of normal and pathological gait are presented. Goniometry and manual muscle testing procedures are reviewed. Prerequisite: PHT1210C, PHT1103. Corequisite: PHT2220C, PHT2810. Contact Hrs: 4 hrs per week. Term I second year. Student lec: 32.0, student lab: 32.0.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

PHT 2220C Disabilities and Therapeutic Procedures II 3 semester hours
Course introduces the etiology, symptoms and treatment of common neuromuscular diseases/conditions. Developmental sequence is presented. Psychiatric illness and its physical problems are discussed. Basic neuroanatomy is reviewed. Neurodiagnostic procedures are presented. Prerequisite: PHT1210C, PHT1103. Corequisite: PHT2120C, PHT2810. Contact Hrs: 4 hrs. per week. Term I/second yr. Student Lec: 32.0, Student Lab: 32.0.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

PHT 2221C Rehabilitative Procedures 3 semester hours
Advanced course designed to develop skill in and understanding of the underlying principles of advanced physical therapy treatment approaches. Techniques covered include: advanced therapeutic exercise programs

(stroke, spinal cord injured, etc.), proprioceptive neuromuscular facilitation (PNF), Bobath and Brunnstrom approaches to pediatrics and stroke patients. Principles and practices of prosthetic and orthotic devices are detailed. Fitting of these devices and check out procedures are reviewed. Prerequisite: PHT2220C, PHT2120C. Corequisite: PHT2820. Contact hrs: 4 hrs. per wk. Term II/second year. Student Lec: 16.0, Student Lab: 48.0.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

PHT 2810 Clinical Practice II 4 semester hours

Course involves student assignment to local clinical facility. Includes scheduled class meeting to review clinical responsibilities, policies procedures, etc. Class discussions are held to share and discuss experiences, patient care problems, etc. A clinical journal and case study report are required. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strengths/weaknesses with appropriate target dates and methods of amelioration if needed. Students receive a pass/fail grade. Prerequisite: PHT1801. Corequisite: PHT2120C, PHT2220C. Contact hrs: 16 hrs. per week over fifteen wk period. Term I, second yr.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=240

PHT 2820 Clinical Practice III 6 semester hours

Course involves student assignment to a local clinical facility. Includes scheduled class meetings to discuss common clinical concerns and experiences as well as to prepare for application to sit for the licensure exam after graduation. A clinical journal and case study report are required. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strength/weaknesses with appropriate target dates and methods of amelioration where necessary. Students receive a pass/fail grade. Prerequisite: PHT 2810. Corequisite: PHT 2221C. Contact hrs: 24 hrs. per week over a fifteen week period. Term II, second year.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=360

PHYSICS

PHS 2805 Acoustics 3 semester hours

A survey of basic topics in the physical properties of sound and music, including an in-depth study of wave motion, pitch, timbre intensity, and the nature of stringed, wind, percussion, and vocal instruments. Three hours weekly. Prerequisite: MAT1033. Prerequisite or corequisite: MUT 1121 or consent of instructor. Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHY 1002 Applied Physics 3 semester hours

General physics course accompanied by an optional laboratory. Contents: Mechanics, electricity, and magnetism. Intended for students in general education and technical fields. Students majoring in a technical field should take PHY 1002L concurrently with PHY 1002. Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec. Term I, and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHY 1002L Applied Physics Lab 1 semester hour

Laboratory which meets for two hours per week for the purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept

of heat is introduced and experiments are performed to illustrate this concept. Prerequisite or corequisite: PHY 1002. Special fee is charged, see Student Fees. 2 hrs. lab./Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHY 1930 Physics for the College Bound 2 semester hours

Modules will be utilized to present alternating current, falling bodies and projectiles via lecture and lab.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

PHY 2048 General Physics with Calculus I 4 semester hours

Part one of a two term comprehensive course in physics involving the use of the calculus in problem solving. Mechanics, heat, wave motion and sound are the topics studied during this course. Four hours weekly. Prerequisite: MAC 2311. Meets area 4 A or 5 AA degree general education requirements. 4 hrs. lec./Term I and II.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

PHY 2048L General Physics with Calculus I Laboratory 1 semester hour

Laboratories designed to accompany PHY 2048. One two-hour period each week. Prerequisite or corequisite: PHY 2048. Special fee charged, see Student Fees. 2 hrs. lab./Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHY 2049 General Physics with Calculus II 4 semester hours

The second part of a two term physics course employing the use of the calculus. Topics covered during this term are electricity, magnetism, light, and modern physics. Four hours weekly. Prerequisite: PHY 2048. Prerequisite or corequisite: MAC 2312. Meets area 4 A or 5 AA degree general education requirements. 4 hrs. lec./Term II and III.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

PHY 2049L General Physics with Calculus II Lab 1 semester hour

A continuation of laboratory experiences chosen to coincide with the topics of electricity, magnetism, light, and modern physics. One two-hour period per week. Prerequisite: PHY 2048 and PHY 2048L. Prerequisite or corequisite: PHY 2049. Special fee is charged, see Student Fees. 2 hrs. lab./Term II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHY 2053 General Physics I 3 semester hours

A general physics course employing algebra and trigonometry to explain the quantitative aspects of mechanics, properties of matter, heat and sound. Three hours weekly. Prerequisite: MTB 1322 or MAC 1133. Meets area 4A or 5AA degree general education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHY 2053L General Physics I Lab 1 semester hour

Laboratories designed to accompany the topics under study in PHY 2053. One two-hour period per week. Prerequisite or corequisite: PHY 2053. Special fee is charged, see Student Fees. 2 hrs. lab./Term I, and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHY 2054 General Physics II 3 semester hours

The completion of the general physics course based upon algebra and trigonometry. Electricity, magnetism, light and nuclear physics are the topics covered in

this segment. Three hours weekly. Prerequisite: PHY 2053. Meets area 4A or 5AA degree general education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**PHY 2054L General Physics II 1 semester hour
Lab**

Laboratory experiences designed to accompany the topics under study in PHY 2054. One two-hour period per week. Prerequisite or corequisite: PHY 2054. Special fee charged, see Student Fees. 2 hrs. lab./Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

POLITICAL SCIENCE

**CPO 2002 Introduction to
Comparative Government 3 semester hours**

This course is a survey of political systems in the developed and the underdeveloped world. Democratic, nondemocratic, unitary, and federal systems will be analyzed and contrasted. Also the European Community will be examined as an example of multinational cooperation.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**CPO 2142 Government and
Politics of Spain 3 semester hours**

A study of the development and structure of government in Spain. The role of the Civil War in Spain's political development. The Franco regime and its internal and external policies; current political forces in Spain and the prospects for liberalization or reaction. Meets area 8AA degree general education requirements. Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**INR 2002 Introduction to
International Relations 3 semester hours**

A consideration of the concepts of sovereignty, power, security; national interest in the determination of foreign policy; the United Nations and its functions and limitations. Study of the employment of these concepts in analysis of foreign policy developments of leading nations and the emerging nations. Meets area 3, 5 and 8 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**INR 2956 Seminar in
International Relations 3 semester hours**

A combination of classroom preparation, and foreign travel visits and briefings at National and International organizations and at selected seats of governments. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

POS 1041 National Government 3 semester hours

Study of theory, principles and institutions involved in the American national government. Meets area 3 or 5 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

POS 1112 State & Local Gov't. 3 semester hours

Study of the principles and institutions of American state and local government. Meets area 3 or 5 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PORTUGUESE

POR 1100 Beginning Portuguese I 3 semester hours

Fundamentals of speaking and understanding modern Brazilian Portuguese. Taught by self-instruction with tapes, textbook and a native speaker of Portuguese, and not by traditional methods (classroom setting with teacher). Student is expected to continue with POR 1101. Two hours per week session with the mentor is required.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**POR 1101 Beginning
Portuguese Brazilian II 3 semester hours**

A continuation of Portuguese 1100. Further development of the basic oral aural, reading-writing skills. Prerequisite: POR 1100. Fundamentals of speaking and writing modern Brazilian Portuguese. Taught by self-instruction with tapes, textbooks and with a Portuguese-speaking mentor. It is not taught by traditional methods (classroom setting with teacher). Two hours per week with the mentor is required.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PSYCHOLOGY

**CLP 1000 Psychology
of Adjustment 3 semester hours**

A basic study of personality, psychological remediation and maintenance. Focus is given to topics related to motivation, frustration, aggression, conflict, affection development and personal adjustment. Recommended for students who do not intend to take PSY 2012. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**DEP 2004 Developmental
Psychology 3 semester hours**

This is a general life span developmental psychology offering that considers human growth from conception to death. It is designed to give a general overview of the developmental processes. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**DEP 2102 Developmental
Psychology I: Child Psychology 3 semester hours**

Study of the concepts and principles of the areas of physiological and psychological growth and development in infancy and childhood. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**DEP 2302 Developmental
Psychology II: Adolescent & Young Adult 3 semester hours**

The personal, social and developmental aspects of adolescence and early adulthood are reviewed in this course. A focus is placed upon the research dealing with the characteristic problems and adjustments of this life stage. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**DEP 2402 Developmental
Psychology III: Adulthood and Aging 3 semester hours**

This is a developmental course that focuses on cultural assessment of the psychological, affective and cognitive needs of adulthood. Particular emphasis is given to

the developmental stages and passages associated with aging. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
DEP 2481 The Psychology of Dying 3 semester hours			
An examination of the historical and present perspectives of death and dying in an intensive assessment of the psychological and cultural factors that serve as the etiological basis of this phenomena. Topics include: grief, euthanasia, eschatology, the dying person, the hospice systems, bereavement, and widowhood. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I and II.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
INP 1301 Human Relations in Business and Industry 3 semester hours			
Introductory course to the study of human behavior, emphasizing its practical applications in business and industry. It introduces the student to personal and social adjustment mechanisms as a means of understanding the behavior of one's self and of others. Also introduces the student to current psychological applications in the fields of testing, advertising, selling, market research, morale, personnel work, employee selection and training, and supervisory practices. 3 hrs. lec./Term I, II and III.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
INP 2101 Applied Psychology 3 semester hours			
The application of behavioral laws in situations calling for behavior change. The student is provided with a variety of opportunities to modify behavior by applying principles of behavior. The student then evaluates the effectiveness of his program. Prerequisite: PSY 2012 and PSY 2043. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
PCO 1201 Human Service Skills 3 semester hours			
The focus of this interpersonal seminar is on the student learning basic communications skills and interpersonal response styles. The student will practice techniques of active listening and congruent responding. The use of these skills to develop rapport with the client and to conduct the interview process is stressed. 3 hrs. lec./On Demand.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
PCO 2001 Effective Interpersonal Relations 3 semester hours			
Basic elements of interviewing, probing techniques and recording as practiced in human service programs will be taught. Students will be required to conduct a variety of interviews and will receive feedback through videotaped replays and personal interaction. 3 hrs. lec./On Demand.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
PSY 2012 General Psychology 3 semester hours			
Scientific approach to basic principles of human behavior, emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
PSY 2012L General Psychology Lab 1 semester hour			
This laboratory course parallels and supplements the instruction given in General Psychology (PSY2012). Illustrated in this course are a variety of experimental and behavioral activities that demonstrate the scientific basis of psychology.			
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00	
PSY 2037 General Psychology Honors Seminar 3 semester hours			
This is a general psychology honors students. A consideration of the scientific approach to basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence and personality is featured with special projects and programs provided to allow individual student research. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
PSY 2043 Advanced General Psychology 3 semester hours			
The rationale, methods, and application of the scientific analysis of behavior. Emphasis is placed on the lawfulness of behavior. How behavioral laws are found and used in the modification of behavior. Prerequisite: PSY 2012. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
PSY 2931 Independent Study in Psychology 3 semester hours			
A directed study course in the behavioral sciences. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the head of the Behavioral Sciences Department via an instructor. 3 hrs. lec./On Demand.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
PSY 2932 Special Topics: Team Treatment and Charting Skills 3 semester hours			
To provide the student with an integrated understanding of team treatment concepts, applications and responsibilities. The course includes: charting, emergency care and treatment and discharge planning.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
SLS 2721 Helping Relationships 4 semester hours			
A course designed to give students practice in both individual and group counseling skills. Videotape will be used often. Lecture, readings, written work, and group discussion will also be utilized in understanding the theory associated with such skills. It is appropriate for both the non-major and the major in the helping fields. (i.e. nursing, teaching, counseling, social work, clinical psychology, mental health, etc.)			
Lect Hrs=48	Lab Hrs=32	Othr Hrs=00	
SOP 2002 Social Psychology 3 semester hours			
This behavioral science provides scientifically based constructs used in understanding social phenomena and their impact on the individual. Identification of the social and psychological variables that give human behavior a predictable base is stressed. Topics considered include: human nature, psychological development, sex role identification, love, affiliation, aggression, image management, attitudes, opinion manipulation, morality, leadership, group dynamics, attribution and construct theory. Prerequisite: Any one of the following: CLP 1000, PSY 2012, or SOC 2000. Meets area 5 AA degree general education			

requirements. 3 hrs. lec./On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

RADIOLOGIC TECHNOLOGY

RAT 1001 Introduction to Radiation Therapy 3 semester hours

To introduce the student to the clinical institution and the radiation therapy department. Stresses the ethics of patient radiologist technologist relationship, nursing procedures, and safety precautions necessary for therapy patients, and the keeping of records. Prerequisite: 3 hours lecture.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

RAT 1021 Principles of Radiation Therapy 2 semester hours

An introduction to the principles of radiation therapy and radiation protection, providing the student with basic concepts to prepare him/her for clinical education. Prerequisite: Program Admission (A.S. and certificate) A.S. Corequisite: RAT 1001. Term I. 3 hours lecture. Cert. Corequisite: RAT 1001, RAT 1211, RAT 2021, RAT 2617, RAT 1820L. Term I. 3 hours lecture.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

RAT 1023 Radiation Oncology 2 semester hours

A study of the fundamentals of clinical radiation oncology stressing the following: etiology, epidemiology, histopathology, symptoms, diagnosis, staging, prognosis and the therapeutic aim of malignant conditions. A.S. Prereq: RAT 1001, RAT 1021. A.S. Coreq: RAT 1111C, RTE1614C, RAT 1800L. Term II. (1st. year) 2 hrs. lecture. Cert. Prereq: RAT 1001, RAT 1021, RAT 2617, RAT 1211, RAT 1820L, RAT 2021. Cert. Coreq: RAT 1830L, RAT 2241, RAT 2618, RAT 2619L. Term II. 2 hours lecture.

Lect Hrs=32

Lab Hrs=00

Othr Hrs=00

RAT 1111C Radiographic Imaging 2 semester hours

Provides the A.S. degree student with instruction on the principles of radiographic exposure, the processing of film, and the positioning of patients for simulated procedures. Laboratory assignments occur in an activated X-ray lab where a phantom patient awaits practical experimentation. Prerequisite: RAT 1001, RAT 1021. Corequisite: RAT 1023, RAT 1800L, RAT 1614C. Term II. 1 hr. lec., 2 hrs. lab.

Lect Hrs=16

Lab Hrs=32

Othr Hrs=00

RAT 1211 Human Structure and Functions 2 semester hours

An in depth study of anatomy and physiology designed for those students enrolled in the one year certificate radiation therapy program. Prerequisite: Program Admission. Certificate Program. Corequisite: RAT 10018, RAT 1021, RAT 2617, RAT 1820L, RAT 2021. Term I. 2 hrs. lecture.

Lect Hrs=32

Lab Hrs=00

Othr Hrs=00

RAT 1614C Radiation Physics 2 semester hours

An introduction to the fundamentals of electrical and radiation physics to include: Units of measurement, mechanics of energy, matter, electrodynamics, and rectification. Prerequisite: RAT 1001, RAT 1021. Corequisite: RAT 1023, RAT 1111C, RAT 1800L.

Lect Hrs=32

Lab Hrs=16

Othr Hrs=00

RAT 1800L Clinic Education 2 semester hours

The student is oriented to radiation therapy procedures in a local radiation therapy department. Students

are closely supervised by registered radiation therapy technologists as they are introduced to nursing procedures, record keeping and treatment units. Prerequisite: RAT 1001, RAT 1021. Corequisite: RAT 1023, RAT 1111C, RAT 1614C. Term II. 16 clinical hours per week.

Lect Hrs=00

Lab Hrs=00

Othr Hrs=192

RAT 1810L Clinic Education 3 semester hours

The supervised and individualized clinical education of this practicum will develop and test the student's competencies in patient treatment delivery. The student is required to master simulated treatment setups prior to challenging patient treatment competencies. Prerequisite: RAT 1023, RAT 1111, RAT 1614C, RAT 1800L. Corequisite: RAT 1930C. Term III. 34 Clinical hours per week.

Lect Hrs=00

Lab Hrs=00

Othr Hrs=384

RAT 1930C Radiation Therapy Seminar 2 semester hours

Lect Hrs=00

Lab Hrs=24

Othr Hrs=00

RAT 2021 Principles of Radiation Therapy II 2 semester hours

Lect Hrs=32

Lab Hrs=00

Othr Hrs=00

RAT 2241 Pathology and Radiobiology 2 semester hours

Radiobiology is the study of the sequence of events following the absorption of energy from ionizing radiation. In addition there is the effort of the organism to compensate for the effects of this energy absorption and the resultant damage that may be produced in the organism. Pathology is the study of human disease in terms of cell, the tissue, the organs, and the organ systems. Emphasis is placed on the concepts of growth disturbances, and on cancer, its frequency and significance, its etiology, manifestations, natural history and treatment. A.S. prerequisite: RAT2021, RAT2617, RAT2840L. A.S. corequisite: RAT2619C, RAT2618, RAT2850. Cert. prereq: RAT1001, RAT1021, RAT2021, RAT2617, RAT1820L. Cert. coreq: RAT2719C, RAT2618, RAT1023, RAT1830L, RAT1211. Term II, 2nd year, 2 hour lecture.

Lect Hrs=32

Lab Hrs=00

Othr Hrs=00

RAT 2617 Advanced Radiation Therapy Physics I 2 semester hours

Lect Hrs=32

Lab Hrs=00

Othr Hrs=00

RAT 2618 Advanced Radiation Physics II 2 semester hours

Advanced physics of ionizing radiation including measurement, dosage, absorption, isodose curves, filters, radium, treatment units and planning. Prerequisite: Program Admissions or RAT 1810L, RAT 1614. For students in the A.S. degree program. 4 hrs. lec.

Lect Hrs=32

Lab Hrs=00

Othr Hrs=00

RAT 2619C Dosimetry and Computer Treatment Planning 3 semester hours

The study of radiation dose measurement and instrumentation usage. The need for accuracy is stressed. The student is introduced to computer application in treatment planning, in brachytherapy, and external beam treatments. A.S. Prerequisite: RAT 2617, RAT 2021, RAT 2840L. A.S. Corequisite: RAT 2241, RAT 2618, RAT 2850L. Cert. Prereq: RAT 1001, RAT 1021, RAT 2617, RAT 1820L, RAT 1211, RAT 2021. Cert. Coreq: RAT 1830L, RAT 2241, RAT 2618, RAT 1023. Term II, 2nd year, 2 hour lecture, 2 hrs. lab.

Lect Hrs=32

Lab Hrs=32

Othr Hrs=00

RAT 2840L Clinic Education 3 semester hours

Patient treatment competency applications are con-

tinued in Clinic C. The student's responsibilities increase as more complex competencies in patient treatment are mastered. Prerequisite: RAT 1810L, RAT 1930C. Corequisite: RAT 2021, RAT 2617. Term I, 2nd year. 24 clinical hours per week.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=384

RAT 2850L Clinic Education 3 semester hours

Advanced clinical education stressing practical application of dosimetry competencies under the direct supervision of a medical physicist or dosimetrist. Continuation of advanced patient treatment competencies under the supervision of a registered radiation therapy technologist. Prerequisite: RAT 2021, RAT 2617, RAT 2840L. Corequisite: RAT 2241, RAT 2618, RAT 2619C. Term II, 2nd year. 24 clinical hours per week.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=384

RAT 2860L Clinic Education 4 semester hours

Most advanced of the education clinics. Continuous individual supervision during this practicum ensures that the student shall be competent upon graduation to assume all the responsibilities required of a registered radiation therapy technologist. Prerequisite: RAT 2850L, RAT 2241, RAT 2619, RAT 2618. Certificate only: RAT 1023/

Lect Hrs=00 Lab Hrs=00 Othr Hrs=512

RTE 1002 Introduction to Radiologic Technology 2 semester hours

The organization and operation of a Radiology Department and radiologic procedures to include radiation protection darkroom technique, films and film holders and professional development. Prerequisite: Program Admission. Corequisites: RTE 1526C, RTE 1418C, RTE 1111, RTE 1804L. Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RTE 1111C Nursing Procedures Radiologic Technology 1 semester hour

Nursing and patient care related to diagnostic procedures in radiologic technology. Topics studied will be medical asepsis, body mechanics, skin care, moving patients, vital signs, medical emergencies admitting and communicating, with the patient, reactions to contrast media. Prerequisite: Program Admission.

Lect Hrs=16 Lab Hrs=16 Othr Hrs=00

RTE 1418C Principles of Imaging I 2 semester hours

An introduction to the primary exposure factors, filtration, radiographic accessories, characteristics of films, screen, and factors affecting radiographic quality. Principles of Imaging I lab. Practice at developing competency in equipment manipulation and exposure factor technique selection laboratory experiments accompany RTE 1418C. Prerequisite: RTE 2AM Admission. Corequisites: RTE 1526C, RTE 1211, RTE 1804, RTE 1003. 3 hrs. lec., 2 hr. lab.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

RTE 1457C Principles of Imaging II 3 semester hours

A study of the factors that determine radiographic quality, geometry of image formulation, latent image formation, focus film distance, object film distance, secondary radiation, FOG X-ray absorption and penetration, and anode heel effect. Principles of Imaging II lab. Laboratory experiments utilizing equipment to test previously studied theories, concerning prime factors of radiology. Prerequisites: RTE 1512C, RTE 2616, RTE 1827L. Corequisites: RTE 2527C, RTE 2847L. 2 hrs., lec., 2 hrs. lab./Term II.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

RTE 1510C Radiographic Anatomy and Positioning II 2 semester hours

The principles of Radiographic Anatomy as related to the upper and lower extremities of the pelvis and

shoulder girdle. Students learn the anatomy of the parts and the radiographic position of each body studied. Radiographic Anatomy and Positioning II lab. Students practice positioning skills using phantom body parts. Each anatomical part studied in 1510C lecture will be positioned in the lab. Prerequisites: RTE 1526C, RTE 1002, RTE 1111C, RTE 1804L. Corequisites: RTE 1418C, RTE 1614C, RTE 1814L. 2 hrs. lec., 2 hrs. lab./Term II.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

RTE 1512C Radiographic Anatomy Positioning III 3 semester hours

The principles of Radiographic Anatomy related to the thoracic and spine. Students learn the anatomy of the parts and the radiographic position for each part. Radiographic Anatomy and Positioning III. Lab. Students practice positioning skill using phantom body parts. Each anatomical part studied in RTE 1512C will be positioned in the lab. Prerequisites: RTE 1510C, RTE 1418C, RTE 1814L. Corequisites: RTE 2616, RTE 1827L. 2 hrs., lec., 2 hrs. lab./Term III.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

RTE 1526C Radiographic Anatomy and Positioning I 2 semester hours

The principles of Radiographic Anatomy related to the biliary tract urinary system, upper and lower gastrointestinal tract, Thorax and the contrast media used. Students learn positioning during laboratory sessions. Radiographic anatomy and Positioning I. Lab./Term I. Laboratory experience exposing phantom body parts to radiation to practice positioning skills. Learned in RTE 1526V lecture. Prerequisite: Program Admission. Corequisites: RTE 1002, RTE 1111C, RTE 1804L. 2 hrs. lec., 2 hrs. lab./Term I.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

RTE 1614C Radiologic Physics I 2 semester hours

An introduction to the fundamentals of electrical and radiation physics to include: Units of measurements, mechanics of energy, matter, electrostatics, magnetism, electrodynamics, and recertification. Prerequisites: RTE 1526, RTE 1002, RTE 1111C. Corequisites: RTE 1510C, RTE 1418C, RTE 1814L.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

RTE 1804L Clinical Education I 2 semester hours

Provides the student with clinical experience in the hospital and involves the application of the theory covered in RTE 1526. Also includes darkroom practice, principles of radiology and film critique. Meets 16 hours per week. Prerequisite: Program Admission. Corequisites: RTE 1002, RTE 1526, RTE 1111C. Term I.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=256

RTE 1814L Clinical Education II 2 semester hours

Continuation of RTE 1804L, with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed on upper and lower extremities, fluoroscopic procedures and film critique. Meets 16 hours per week. Prerequisites: RTE 1526C, RTE 1111C, RTE 1804L. Corequisites: RTE 1510C, RTE 1418C, RTE 1614C. Term II.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=256

RTE 1827L Clinical Education III 2 semester hours

A continuation of RTE 1814L, with students performing radiographic examinations under direct supervision. Emphasis is placed on the spine, cranium, and film critique. Students will begin to perform procedures unassisted. Meets 16 hours per week. Prerequisites: RTE 1814L, RTE 1510C, RTE 1418C. Corequisites: RTE 1512C, RTE 2616. Term III.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=256

RTE 2385 Radiation Biology and Pathology 2 semester hours

An introduction to the study of human disease and in-

vestigation of the biological effects associated with exposure to ionizing radiation. Topics will include; basic disease processes and classification, major organ/system related diseases, tissue repair/replacement, radiographic significance of disease, types and sources of radiation exposure, interaction of ionizing radiations and matter, radiation detection and measurement. Prerequisites: RTE 2546, RTE 2473, RTE 2857L. Corequisites: RTE 2570, RTE 2869L.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RTE 2473 Radiographic Quality Assurance 2 semester hours
Quality assurance is discussed as it pertains to the various procedures that help to insure consistent production of optimum quality diagnostic radiographic images. Topics to be covered include darkroom techniques, room calibration, scatter control and testing procedures. Prerequisites: RTE 2527C, RTE 1457C, RTE 2847L. Corequisites: RTE 2546, RTE 2857. 2 hrs. lec./Term II (2nd year).
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RTE 2527C Radiographic Anatomy and Positioning IV 2 semester hours
The principles of anatomy and positioning related to the skull, facial bones and sinuses. Students learn anatomy of the body parts and the radiographic positions/projections routinely employed in the imaging of those parts. Radiographic Anatomy and Positioning IV. Lab. Students practice positioning skills using phantom body parts. Each anatomical part studied in RTE 2527C lecture will be positioned in the lab. Prerequisites: RTE 1512C, RTE 2616. Corequisites: RTE 2847L, RTE 1457C.
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

RTE 2546 Radiographic Anatomy and Positioning V 2 semester hours
The principles of Radiographic Anatomy related to the vascular system, the lymphatic system, central nervous system, respiratory system, joints, male and female reproductive systems and the contrast media used for each part studied. Specialized radiographic equipment used in special procedures as well as a variety of new positioning techniques are studied. Prerequisites: RTE 2527C, RTE 2847L. Corequisites: RTE 2473, RTE 2857L. 2 hrs. lec./Term II.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RTE 2570 Survey of Imaging Modalities 2 semester hours
A study of the imaging modalities which exist in conjunction with the Radiology Department to include Nuclear Medicine, Diagnostic Medical, Sonography, C.T. Scanning, Radiation Therapy, Digital, and Nuclear Magnetic Resonance. Prerequisites: RTE 2546, RTE 2473, RTE 2857L. Corequisites: RTE 2385, RTE 2869L. 1 hr. lec./Term III (2nd year).
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RTE 2616 Radiologic Physics II 2 semester hours
A continuation of RTE 1614 with emphasis placed on the X-ray tube. Cooling curves, X-ray circuits, capacitors, image intensification single vs three phase generators, and transformers. A complete circuit will be studied. Prerequisites: RTE 1510C, RTE 1614C, RTE 1814L. Corequisites: RTE 1512, RTE 1827L. 2 hrs. lec./Term II (2nd year).
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RTE 2847L Clinical Education IV 3 semester hours
A continuation of RTE 1827L with students performing procedures taught in previous clinical courses. Emphasis is placed on radiography of the skull. The student is expected to work with indirect supervision. Meets 24 hours per week, includes film critique. Prerequisites: RTE 1512C RTE 2616. RTE 1827L. Corequisites: RTE 2527C, RTE 1457C. 1 hr. lec./Term I (2nd year).
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384

RTE 2857L Clinical Education V 3 semester hours
A continuation of RTE 2847L with students perfecting positioning skills and learning to work independently. Emphasis is placed on completing clinical competencies. Includes film critique. Meets 24 hours per week. Prerequisites: RTE 2527C, RTE 2847L, RTE 1457C. Corequisites: RTE 2546, RTE 2473.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384

RTE 2869L Clinical Education VI 3 semester hours
A continuation of RTE 2857L, with students practicing positioning skills independently. Students will be expected to participate in the special procedures rotation. Meets 24 hours per week. Includes film critique. Prerequisite: RTE 2546, RTE 2473, RTE 2857L. Corequisite: RTE 2570, RTE 2385. Term III (2nd year).
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384

RTE 2935 Radiographic Seminar 4 semester hours
Comprehensive review of radiographic procedures, imaging and physical principles necessary to produce a diagnostic quality radiograph. Completion of a 2 year R.T. program.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

SON 2111 Abdominal Sonography I 2 semester hours
An introduction to the transverse anatomy of the abdominal area and its recognition on sonographic visualization systems. Program admission 2 hr. wk. Term I.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SON 2112 Abdominal Sonography II 2 semester hours
An indepth presentation of sonographs of the abdominal area, stressing deviations from the norm and the studies to make a diagnostically acceptable study. 2 hr. wk. Term II.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SON 2121 Sonographic OB/GYN I 2 semester hours
An introduction to the transverse anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal throughout all terms of pregnancy is presented. Program admission, 2 hr. wk. Term I.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SON 2122 Sonographic OB/GYN II 2 semester hours
The detection of anomalies, pathology, deviation from normal is stressed and the planes which must be sonographically imaged for accurate diagnosis. 2 hr. wk. Term II.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SON 2131 Sonography of Heart/Chest I 2 semester hours
Transverse anatomy of the area and the procedures used are introduced stressing recognition of the normal. Program admission 2 hr. wk. Term I.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SON 2132 Sonography of Heart/Chest II 2 semester hours
An indepth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and chest stressing its capabilities and its limitations. 2hr. wk. Term II.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SON 2141 Carotid Eye Thyroid Breast Sonography 2 semester hours
A general introduction to these areas and the limited procedures done sonographically. Carotid, eye, thyroid, breast sonography. 2 hr. wk. Term III.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SON 2211 Medical Sonographic Physics I 2 semester hours
Offering principles of diagnostic ultrasound and presenting the fundamental properties of ultrasonic physics, stressing the operation of diagnostic ultrasonic equipment and the various display systems and their routine maintenance. Program admission. 2 hr. wk. Term I.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

SON 2212 Medical Sonographic Physics II 2 semester hours
Further consideration of the properties of diagnostic ultrasound, stressing tissue interactions and interfacing. Presents the operating principle of diagnostic ultrasound equipment and display systems. Current developments in ultrasound are reviewed discussed and evaluated. 2 hr. wk. Term II.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SON 2851L Clinic A 3 semester hours
A continuation of the learning by doing process where more responsibility in the form of decision making regarding anatomical areas and resultant imaging is assured by the student being supervised.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=348

SON 2861L Clinic B 3 semester hours
Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses he or she will be performing examinations, with less and less supervision during the task performance. 32 hr. Clinical per wk. Term II.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384

SON 2871L Clinic C 4 semester hours
Application of all the material presented requiring the student to make judgment decisions regarding the technical aspects. To interact in a professional manner with those with whom he or she comes in contact and to generally progress to the point where, after successful testing he or she may be accepted as a competent sonographer.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384

READING

REA 1000 College Preparatory Reading 4 semester hours
Teaches basic reading and study skills to prepare students for college course work. Recommended co-requisite: ENC0012 or ENC1000. Placement in REA1000 is determined by assessment tests and/or referral. Special fee charged, see student fees. 3 hrs. Lec/1 hr. lab. Term I, II and III.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

REA 1105 College Reading I 3 semester hours
Teaches efficient reading abilities comprehension vocabulary speed and study techniques. Recommended co-requisite: ENC 1000 or ENC 1101. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

REA 1205 Advanced College Reading II 3 semester hours
Increases speed, improves analytical, inferential, and critical reading abilities and teaches advanced study

techniques. Prerequisite: REA 1105 or a minimum of 40th percentile on a national college reading test or instructor's approval. Four hours weekly including laboratory experience. Special fee charged, see STUDENT FEES. Term II/On Demand.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

REA 2605 College Study Skills 1 semester hour
Develops college level study skills, emphasizes individual needs for effective study, includes notetaking, underlining, test-taking, and organizational techniques. Prerequisites: REA 1105 or a minimum of 25th percentile on a national college reading test or instructor's approval.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

REAL ESTATE

MAN 1560 Property Management 3 semester hours
Prerequisite: REE 1000 or REE 1040. An examination of the professional handling of income producing properties, including leasing, tenant relations, collections, advertising, maintenance, and accounting for commercial, industrial, and residential properties. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

REE 1040 Florida Real Estate Comm I 4 semester hours
An introduction to the basic principles, and theories of real property, its economic value, and the legal aspects of real estate law as applied to salesman. Successful completion qualifies a candidate to apply for the State of Florida, Salesman's License exam. 4 hrs. lec./Term I, II and III.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

REE 1100 SREA Appraisal I 4 semester hours
Real estate markets and money markets, nature of value, appraisal framework, area and neighborhood analysis, quantitative tools and data analysis, application of quantitative tools, property analysis, direct sales comparison, site evaluation, gross rent multiplier analysis, cost approach, accrued depreciation, reconciliation and final value estimate, income capitalization and reporting, professional ethics and standards of practice. This course is offered in cooperation with the Society of Real Estate Appraisers and registration is through SREA. 3 hrs. lec./Term I.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

REE 1101 Introduction to Real Estate Appraisal 3 semester hours
Prerequisite: REE 1000, REE 1040 or consent of instructor. The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market, and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style and functional utility, building cost estimates and depreciation. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

REE 1200 Real Estate Finance 3 semester hours
Prerequisite: License, REE 1000 or REE 1040. This course covers methods of financing real estate: i.e., conventional loans, government insured loans such as FHA or GI. The second half of the course includes essentials of real estate values. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

REE 2041 Florida Real Estate Commission Course II 5 semester hours**Estate Commission Course II**

Nature of rights in real estate, urban development and utilization; valuation of real property, the real estate business, and government regulation. Prerequisite: REE 1040 and student must submit a notarized affidavit stating he or she has been an active Real Estate Salesman for at least six months. 5 hrs. lec./On Demand.

Lect Hrs=80 Lab Hrs=00 Othr Hrs=00

REE 2130 Applied Residential Property Valuation 3 semester hours

An overview of duties of an appraiser as it relates to market value in a residential selling. Combining cost, sales price, rents and value. A combination of economic, social political, and physical forces which interrelate and the changing patterns within a neighborhood setting. An understanding of the factors directing the behavior of sellers and buyers of property. A code of Ethics and Standards of Professional Practice and Conduct are defined. Prerequisite: REE 1100 SREA 101. 3 hrs. lec.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

REE 2140 SREA Appraisal II 4 semester hours

Prerequisite: REE 1100. Combination of lecture and case approach to commercial appraisal with emphasis on income approach, in particular the estimation income and expense and the capitalization of net income into a value indication. This course is offered in cooperation with the Society of Real Estate Appraisers, and registration is through SREA. 3 hrs. lec./On Demand.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

REE 2270 The Mortgage Broker in Mortgage Lending 2 semester hours

The Mortgage Brokerage Act, Chapter 494, Florida Statutes; the mortgage broker in mortgage lending; history of mortgage lending; application procedure; the broker's role in closing the mortgage loan; mortgage business customs procedures; Federal Housing Authority loans; Veteran Administration loans; the role of the appraiser in mortgage lending; and final examination, State of Florida Comptroller's office.

Lect Hrs=36 Lab Hrs=00 Othr Hrs=00

REE 2271 Mortgage Loan Servicing 2 semester hours

Loan Servicing Systems and Regulations, Assumptions, and Modifications, Acquisition of Real Estate, Management of Owned Real Estate, Buying and Servicing Participation Loans, Procedures for Outright Loan Sales, Home Improvement Loans.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

REE 2302 Principles of Real Estate Investment 3 semester hours

Real estate investment fundamentals depreciation, capital gain and loss, installment sales, nontaxable, exchange, ownership forms, commercial leasehold financing, creative financing, financial analysis projection, land, industrial property, shopping centers, office buildings, residential property, and mobile homes parks. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RELIGION**REL 2010 Introduction to the Study of Religion** 3 semester hours

An introduction to the study of religion as an academic discipline. The focus of the course is religion, not religions;

an attempt is made to acquaint the student with the problems and issues ever present in the understanding of religions phenomena in the experience of man. Meets Area 2 or 5 AA degree general education requirements. 2 hr. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

REL 2300 World Religions 3 semester hours

Primarily an ideological examination of the world's most popular religions. Prerequisite: advanced standing or approval of instructor. Meets area 2, 5 and 8 AA degree general education requirements. This course will occasionally be taught by television under the name, "The Long Search." 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

REL 2301 The Long Search 3 semester hours

A general survey of the origins, beliefs, and contemporary practices of Hinduism, Islam, Taoism, Zen Buddhism, Judaism, Christianity and Confucianism. Attention is given to the interaction between specific religions and the cultures in which they are practiced.

Lect Hrs=4 Lab Hrs=00 Othr Hrs=44

REL 2600 Judaism & Jews 3 semester hours

A survey of the development of the Jewish tradition through a study of the concepts, values, and rituals of Judaism, with a consideration of the Jewish influence on western civilization, as well as the effect of different environments on the Jews themselves. Meets area 8 AA degree general education requirements. 3 hrs. Lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

REL 2601 Jewish History and Culture 3 semester hours

A systematic survey of the development of Jewish history and culture from biblical times to the present. Meets Area 8 AA degree general education requirements. On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RESPIRATORY THERAPY**APB 1260 Respiratory Physiology** 3 semester hours

This course is an in-depth study of the anatomy of the cardiopulmonary system and a review of the physiology of respiration including ventilating mechanics and control, internal and external respiration, gas exchange and acid base balance. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1294 Cardiopulmonary Pathophysiology 3 semester hours

This course is designed to introduce the students to the basic concepts of cardiopulmonary disease. Included are mechanisms of altered lung structure, airway caliber, neurogenic control and pulmonary vascular function. Prerequisite: APB 1260. 2 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 2296 Advanced Cardiopulmonary Pathophysiology 2 semester hours

An in-depth examination of the most commonly encountered cardiopulmonary diseases from the physicians clinical perspective. Emphasized are pathology, physical examination, diagnosis and clinical management. Prerequisite: RET 2414. 2 hrs. lec./Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 1026 Respiratory Therapy Equipment 4 semester hours

This course reviews all of the normally used respiratory therapy equipment excepting that used for artificial mechanical ventilation of diagnostic procedures. Especially emphasized are methods of manufacturing, storing and administering oxygen; humidity and aerosol therapy, cleaning and sterilization techniques and airway management. 3 hrs. lab./Term I.
Lect Hrs=48 Lab Hrs=48 Othr Hrs=00

RET 1264 Mechanical Ventilation 4 semester hours

This course describes the techniques and hazards of artificial ventilation including IPPB, IMV, CPAP, and PEEP. The principles and operation of all commonly used ventilators are emphasized. Prerequisite: RET 1026. 3 hrs. lec., 3 hrs. lab./Term II.
Lect Hrs=48 Lab Hrs=48 Othr Hrs=00

RET 1714 Pediatric Respiratory Care 1 semester hour

This course emphasizes pediatric and neonatal diseases, their etiology and treatment. It encompasses the newest equipment and techniques used in monitoring and maintaining the infant patient. Corequisite: RET 2414. 1 hr. lec./Term III.
Lect Hrs=24 Lab Hrs=00 Othr Hrs=00

RET 1834 Respiratory Therapy Clinic I 3 semester hours

In this first clinical course, the students are oriented to, and work at, tasks of a non-critical nature. Included are oxygen and aerosol administration, chest physiotherapy, IPPB administration and incentive spirometry. Special fee is charged, see STUDENTS FEES. 6 hrs. lab./Term II.
Lect Hrs=00 Lab Hrs=256 Othr Hrs=00

RET 1835 Respiratory Therapy Clinic II 3 semester hours

This clinic course represents continuation of the activities in Clinic I. By the end of this term the student must have mastered all non-critical care duties normally performed by respiratory therapists. In addition, those students who master clinical skills more quickly will be allowed to begin a rotation through critical care areas. Special fee is charged, see STUDENT FEES. Prerequisite: RET 1834. 16 hrs. lab./Term II and III.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

RET 2284 Respiratory Therapy Respiratory Care 2 semester hours

The topics of supportive ventilatory care and post ventilatory management are discussed. Emphasis is placed on the interrelationship of pathology, physiology, acid base chemistry and advanced respiratory therapy techniques. Corequisite: RET 2286. 2 hrs. lec./Term II.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 2286 Management of the Intensive Care Patient 2 semester hours

This course includes nephrology, renal anatomy and physiology, fluid and electrolyte disorders, and fluid and electrolyte therapy. Additional topics are the management of arrest, of shock, of the airway, of the post-op heart patient and of labile blood pressures. Prerequisite: APB 2296. 2 hrs. lec./Term II.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 2414 Respiratory Therapy Pulmonary Function 2 semester hours

Pulmonary function: Refined techniques in spirometry

gas analysis and theory of arterial blood gas analysis are discussed. Acid base balance and chemistry of oxygen and carbon dioxide transport are covered. Mass screening and other techniques in diagnosis of respiratory disease are given. Prerequisite: APB 1294. 2 hrs. lec./Term III.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

Ret 2418 Cardiopulmonary Diagnostics and Techniques 2 semester hours

The cardiology portion of the course covers the anatomy, physiology and examination of the heart including EKG and arrhythmias, cardiac, catheterizations, monitoring techniques including CVP, Swan Ganz, arterial lines, shunt and cardiac output determinations. Additional topics are cardiac diseases and drug therapy. Pulmonary diagnostics include diseases and drug therapy. Pulmonary diagnostics includes examination including X-rays, thorocentesis, bronchoscopy, and microbiological techniques. Corequisite: APB 2296 and RET 2836. 2 hrs. lec./Term I.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 2601 Respiratory Therapy Management 1 semester hour

This course is designed to assist the student in successfully making the transition from the role of a student to that of a competent member of the health care team. The attainment of the course objectives will provide the student with an understanding and appreciation for the complexity and comprehensiveness of the health care delivery system. Such an understanding will allow the student to assume his rightful role within the health delivery system and enable him to adjust to the dynamics of the system in positive ways that will ensure his or her growth and success. Corequisite: RET 22861. 1 hr. lec./Term II.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 2836 Respiratory Therapy Clinic III 3 semester hours

This clinical course is designed to introduce the student to all aspects of respiratory therapy critical care. The students will work primarily with patients requiring continuous ventilatory support. Special fee is charged, see STUDENT FEES. Prerequisite: RET 1835. 16 hrs. lab./Term I.
Lect Hrs=00 Lab Hrs=256 Othr Hrs=00

RET 2837 Respiratory Therapy Clinic IV 3 semester hours

This is a continuation of the activities in Clinic III. The student's responsibility will increase as his clinical skills become more sophisticated. By the end of this term the student will assume all of the responsibilities required of critical care therapists with patients requiring ventilatory management or support. Special fee is charged, see STUDENT FEES. Prerequisite: RET 2836. 16 hrs. lab./Term II.
Lect Hrs=00 Lab Hrs=256 Othr Hrs=00

RUSSIAN

RUS 1100 Beginning Russian I 3 semester hours

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with RUS 1101. 1 hour language laboratory weekly. Meets area 5 and 8 AA degree general education

requirements. Special fee charged, see STUDENT FEES.
3 hrs. lec./On Demand.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

RUS 1101 Beginning Russian II 4 semester hours
Continuation of RUS 1101. Further development of the basic skills. Selected readings. Prerequisite: RUS 1100 or its equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENT FEES.
3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

RUS 2200 Intermediate Russian I 3 semester hours
Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in Russian prose. Conversation at an easy and enjoyable pace. Prerequisite: RUS 1101 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RUS 2201 Intermediate Russian II 3 semester hours
Emphasis on composition, comprehension and conversation. Interesting tour through Russian history, geography and literature. Aim of course to give student a necessary background in the culture of Russia and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: RUS 2200 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SOCIOLOGY

MAF 2001 Family Portrait: Marriage and Family Relations 3 semester hours
A study of the institution of the family; as a social/psychological view of marriage and other alternative life styles in contemporary society.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAF 2002 Families in Transition 3 semester hours
This course reviews the impact of society upon the family as it affects family members and other social institutions.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SOW 2020 Introduction to Social Welfare 3 semester hours
This is a beginning course in the behavioral science based field of social welfare. It aims at introducing the student to the historical, political policy and methodological systems that have interacted to produce the institutions of welfare services. 3 hrs. lec./Term I & II/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SOW 2054 Social Service Field Experience I 3 semester hours
A survey and orientation to organization and operations of the social service setting. Contact with and participation in social service agencies to make students aware of community resources is a goal of this course. Part of the course's activities will include volunteer participation in an agency or a supervised review of an agency in which a person is employed. Term I/On Demand.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=16

SOW 2055 Social Service Field Experience II 3 semester hours

This is a continuation of SOW 2054. This course focuses on field experience in a social agency, either as a volunteer or non-professional employee. A seminar is conducted to clarify the students understanding of the social service setting. Term II./On Demand.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=32

SYG 2000 Principles of Sociology 3 semester hours
General analysis of the structure and functions of society and culture through a scientific consideration of the most significant generalization and concepts of man's collective behavior. Meets area 3 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2010 Social Problems 3 semester hours
The study of the social and cultural aspects, incidence, and characteristics of selected social problems. Prerequisite: SYG 2000. Meets area 3 AA degree general education requirements. 3 hrs. lec./term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2322 Juvenile Delinquency 3 semester hours
A study of juvenile and delinquent behavior and its development which focuses on the social structure of society to find patterns of delinquent activity and its causations. Prerequisite: SYG 2000. 3 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2323 Introduction to Criminology 3 semester hours

A study of crime and criminal behavior, and its cause and related effects on society, with a emphasis given to criminal theory, and the sociological implications of criminal behavior. Prerequisite SYG 2000. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2340 Sociology of Human Sexuality 3 semester hours

A survey of the social and psychological sources of human sexuality and their impact on contemporary social attitudes, and behavioral changes. Major topics include sex role ascription, sex in the media, sexual deviation, ethical considerations and sex as motivating influence in human behavior. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2351 Social Impact of Technology Connections 3 semester hours

This course explores the changes in society that can be attributed to the automation, cybernation and the computer revolution. Technology effect on the basic institutions of the family, economic, government, religion, and education are considered with reference to consequences upon the individual. Meets area 3 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2421 The Families Intercultural Comparison 3 semester hours

A study of the institution of the family utilizing historical, cross cultural and sub-cultural comparisons to understand the background evolution, and current familiar structures of the world. Meets area 5 and 8 AA degree education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2441 Social Institutions 3 semester hours
A study of the institutions of societies, and how our

society is organized. Special emphasis is on theories of social organization, social change, and the exploration of each institution in world societies. Prerequisite: SYG 2000. Meets area 3 General Education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2905 Independent Study in Sociology 3 semester hours

A directed study course in sociology. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the head of the Behavioral Sciences Department via, an instructor with whom he wants to work. Prerequisite: To be ascertained by the instructor and Department Head. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2930 Special Topics Current Issues in Sociology 3 semester hours

This course is a sociological, psychological and anthropological interdisciplinary approach dealing with current issues such as over population, sex role stereotyping, changing technology, etc. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2940 Sociology Field School I 1 semester hour

This course is designed to provide an on scene study of sociological topics from the various perspectives provided in a field school setting. Laboratory research and observational techniques are used in providing the learning experiences, of this course. Prerequisite: Permission of the instructor. Meets area 5 and 8 AA degree general education requirements. 1 hr. lab./On Demand.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

SYG 2941 Sociology Field School II 2 semester hours

This course is designed to provide an on scene study of sociological topics from the various perspectives provided in a field school setting. Laboratory research and observational techniques are used in providing the learning experiences of this course. Prerequisite: Permission of the instructor. Meets area 5 and 8 AA degree general education requirements. 1 hr. lab./On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

SYG 2942 Sociology Field School III 3 semester hours

Field research is an integral component in the study of sociology. This course is designed to offer the students an opportunity to apply methods of systematic scientific analysis and research to both domestic and foreign social settings.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

SPANISH

SPN 1000 Elementary Spanish Conversation 3 semester hours

A custom made course for those residents in the community who require a cursory knowledge of Spanish to help them communicate with Spanish speaking people. One hour language laboratory weekly. Special fee charged, see STUDENT FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./Term I & II/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 1100 Beginning Spanish I 3 semester hours

Fundamentals of speaking, understanding, reading and writing classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency student expected to continue with SPN 1101. 1 hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENTS FEES. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=16

SPN 1101 Beginning Spanish II 4 semester hours

Continuation of SPN 1100. Further development of the basic skills. Selected readings. Prerequisite: SPN 1100 or its equivalent one hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENTS FEES. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=16

SPN 1104 Elementary Spanish Accelerated 3 semester hours

This is a condensed SPN 1100, SPN 1101 course using basic texts as used in those courses and especially designed for students presenting credit covering regular two semester course but who because of time lapse or insufficient preparation may find the intermediate level too advanced. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 1170 Spanish Study Travel 3 semester hours

A course designed for students who wish to combine the study of Spanish with subsequent travel to a Spanish speaking region. Prerequisite: SPN 1100 or SPN 1000 or permission of instructor. Meets area 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=336

SPN 2200 Intermediate Spanish I 3 semester hours

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in Spanish prose. Conversation at an easy and enjoyable pace. Prerequisite: SPN 1101 or SPN 1130 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 2201 Intermediate Spanish II 3 semester hours

Emphasis on composition and comprehension and conversation. Interesting tour through Spanish history, geography and literature. Aim of course to give student a necessary background in the culture of Spain and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: SPN 2200 or equivalent. Meets area 5 and 8 AA degree general education requirement. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 2240 Intermediate Spanish Conversation 3 semester hours

Course may be taken in conjunction with SPN 2200 or SPN 2201, but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in Spanish to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required

2201 course would allow. Prerequisite: SPN 1100, SPN 1101 or its equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term II/On Demand.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
SPN 2400 Advanced Composition and Conversation I		
3 semester hours		
For students wishing to attain greater proficiency in spoken and written Spanish, conversation and composition based on selected readings and a variety of contemporary topics. Prerequisite: SPN 2201 or equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
SPN 2401 Advanced Composition and Conversation II		
3 semester hours		
For students wishing to attain greater proficiency in spoken and written Spanish. Strongly recommended for majors conducted entirely in Spanish conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term II.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
SPW 2010 Studies in Spanish Literature and Culture I		
3 semester hours		
Course enables student to read intelligently classical masterpieces in the literature of Spain from middle ages to nineteenth century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency humanities credit. Prerequisite: SPN 2201 or equivalent, instructors approval. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
SPW 2011 Studies in Spanish Literature and Culture II		
3 semester hours		
Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. This course completes the year of advanced literature humanities credit. Prerequisite: SPN 2201 or equivalent instructor approval. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./Term II.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00

SPEECH

LIN 1200 The Phonetics of American English	3 semester hours		
Upon completion of this course the student should have acquired a knowledge of the sounds of American English, the use of the international phonetic alphabet, and the recognition of acceptable American English pronunciation. 3 hrs. lec./On Demand/Term I and II.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
ORI 1000 Introduction to Oral Interpretation	3 semester hours		
Upon completion of this course the student should have gained a knowledge of and presentational ability in the art of oral interpretation as applied to prose.			

poetry, drama and readers theatre. 3 hrs. lec./On Demand/Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RTV 2000 Introduction to Radio and Television		3 semester hours
An introduction to the broadcast media through which the student should gain an understanding of the historical, technical, legal, and critical aspects of radio and television media. 3 hrs. lec./On Demand/Term I.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
RTV 2220 Television Production		3 semester hours
From this course the student will acquire understanding of the theory and practice of television program production and directing with emphasis on creative forms of production. Prerequisite: RTV 2000 or permission of the instructor. 3 hrs. lec./On Demand/Term II.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
SPA 2020 Introduction to Speech Disorders		3 semester hours
Upon the completion of this course the student should have an understanding of the types, causes, and therapeutic methods relative to prime speech disorders with emphasis on pre-school and elementary school populations. 3 hrs. lec./On Demand. Term I.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
SPA 2030 Introduction to Audiology		3 semester hours
Upon completion of this course the student will have an understanding of the types, causes, and treatment relative to prime hearing disorders with emphasis on pre school and elementary school populations. 3 hrs. lec./On Demand. Term II.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
SPA 2336 Intro. to Manual Commun. with/for Hearing Impaired		3 semester hours
Upon completion of this course students will have acquired the ability to communicate with the deaf and hard of hearing through the use of the manual method an understanding of the development of that method and of the communicative and psychological problems of the hearing impaired will be investigated. The course is open to all students. 3 hrs. lec./Term I.		
Lect Hrs=48	Lab Hrs=16	Othr Hrs=00
SPA 2337 Intermediate Manual Communication Skills		3 semester hours
Upon completion of this course the student will have attained a vocabulary of approximately 600 signs and an in depth understanding of the linguistics of American English sign language. Prerequisite: SPA 2336, or Instructors approval. 3 hrs. lec./I hr. lab./Term II.		
Lect Hrs=48	Lab Hrs=16	Othr Hrs=00
SPA 2338 Sign Language III		3 semester hours
Upon completion of this course students will have further developed their abilities in communicating with the deaf and hard of hearing using sign language and other sign systems will be conducted. The emphasis of this course will be on increasing speed and complexity in communication and in receptive and expressive fingerspelling. Prerequisite: SPA 2337 or instructors approval. 3 hrs. lec./1 hr. lab./On Demand.		
Lect Hrs=48	Lab Hrs=16	Othr Hrs=00

SPC 0010 Speech**3 semester hours**

This course has been designed toward special goals to help the student develop an awareness of the function of effective oral communication in contemporary society. Special emphasis is placed upon the relationships of career goals, speech habits; listening habits, vocabulary, grammar, voice and intelligibility as they may influence the student's career or job placement techniques and materials used emphasize the building of skills necessary for effective oral communication of the student's ideas and feelings to a listener in groups and individual interactions. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPC 1024 Introduction to Speech Communications**3 semester hours**

The beginning course in speech is designed to give each student the opportunity to study and to practice the principles and methods involved in communication while he participates as a speaker and as a listener. Upon completion of the course, the student should expect to have attained proficiency in the abilities requisite to effective oral communication. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPC 1050 Voice and Diction**3 semester hours**

Through observation, study and practice the student should acquire an understanding of the speech mechanism, a knowledge of its proper use, and improvement of individual voice and diction. 1 hr. lab./Term I, II and III.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

SPC 1440 Intro to Group**3 semester hours****Discussion Conference Techniques**

Upon completion of this course the student will have acquired communication skills that will enable him or her to function more effectively in various group settings. Utilizing group discussions and conference techniques to resolve social business and professional problems. 3 hrs. lec./On Demand/Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPC 1511 Argumentation and Debate**3 semester hours**

The student upon completion of this course should achieve proficiency in the principles or argumentation including analysis, evidence, inference, and refutation as they pertain to the debate situation in a democratic society. The student will have had the opportunity to participate in intramural and intercollegiate debate. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPC 1594 Forensic Laboratory**1 semester hour**

Upon completion of this course the student should have acquired the ability to use advanced debate techniques in a manner which allows him to compete successfully in intercollegiate forensic competition. This course may be taken in sequence for one hour credit each semester for a total of 4 hours credit. 3 hrs. lab./On Demand.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

SPC 1600 Public Speaking**3 semester hours**

Upon completion of this course the student should have acquired an understanding of, and ability to use techniques of public speech communication. Including structure and delivery of the public message

business and professional messages. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand/Term I, II and III.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=16

SPC 2300 Introduction to**3 semester hours****Interpersonal Communication**

Upon completion of this course the student should demonstrate an understanding of the basic concepts of interpersonal communication with emphasis on perception, self awareness, dyadic communication, small group communication, and communication conflict.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPC 2330 Nonverbal Communication**3 semester hours**

This course explores the various facets of nonverbal communication the following nonverbal cues will be emphasized: Movement, space, distance, physical characteristics, dress, object language, eye contact, signs, paralanguage, and environmental cues. The focus of the course will be the role that these cues play on communication for the sender and the receiver. 3 hrs. lec./Term I and II/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SSI 1212 Intercultural Communication**3 semester hours**

Upon completion of this course the student should gain and demonstrate an understanding of the basic concepts of intercultural Communication. The factors affecting intercultural perceptions; cultural relativism; cultural objectivity; nonverbal similarities dissimilarities across cultural; verbal similarities dissimilarities across cultures; the impact of media across cultures.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

STATISTICS**STA 2013 Elementary Statistics****3 semester hours**

First course in statistical methods dealing with such topics as collecting, grouping, and presenting data; measures of central tendency and variation; theoretical distributions; probability; tests of hypotheses, regression, and correlation. A student owned pocket calculator is required. Meets 3 credits of the general education requirements 4 B or 5 AA degree requirements provided that MGF 1202, MGF 1204, 1205, 1206, is excluded from fulfilling area 4 B, rerequirements. Prerequisite: A grade of C or better in either high school Algebra II or MAT 1033 or recommendation of the mathematics department. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

THEATRE**DAA 2840 Ballet Movement for the Stage****2 semester hours**

A course designed to teach the beginning actor ballet terminology as it applies to the classic ballet. Each basic movement and step will be practiced as sufficiently as the student's ability will enable him to progress. This movement will be utilized as it applies to the needs of the actor. Open to male or female. A student need not have studied ballet to enroll in this course. This course will not satisfy the HPR activity credit requirement. 4 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

DAA 2841 Ballet Movement 2 semester hours
for the Stage
Continuation of DAA 2840. Further development of basic skills in ballet movement for the novice actor or actress. Each movement and step will be practiced as sufficiently as the student's ability will allow him to progress. Prerequisite: DAA 2840. (This course will not satisfy the HPR activity credit requirement). 4 hrs. lab./Term I, II and III.
Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

DAA 2842 Ballet Movement 2 semester hours
for the Stage Advanced
Advanced classical ballet movement for the actor or actress. Prerequisite: DAA 2841. (This course will not satisfy the HPR activity credit requirements). 3 hrs. lab./Term I, II and III.
Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

THE 2000 Live Theatre 3 semester hours
Appreciation
A course designed to afford an opportunity for members of the community to attend local theatre productions and to discuss the dramaturgy as to its aesthetic and cultural effects upon life today. Extra expense for the course includes play scripts and tickets to plays and/or musicals. Contact instructor.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

THE 2002 Theatre in 3 semester hours
Western Culture Humanities
A course designed to present a general approach to the development of the theatre arts in western culture through an historical and contemporary study of dramaturgy. Meets area 2 or 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

THE 2051 Children's 3 semester hours
Theatre Production
Laboratory credit for students participating in the children's theatre program Term II. This includes the rehearsal and production period which continues the entire sixteen week academic period. Prerequisite: By audition for the children's theatre play. This is a performance course. 4 hrs. lab./Term II.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

THE 2052 Children's 3 semester hours
Theatre Prod for Spec Assistants
Laboratory credit for special student assistants to the children's theatre program. This will give to the student, director, stage manager, costume designer, etc. the extra credit for the hours of preparation, rehearsal and production. By permission of the instructor. 4 hrs. lab./Term II.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

THE 2100 History of the Theatre 3 semester hours
An evolutionary study of the theatre from 5th century BC to the present day. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

THE 2375 Contemporary Drama 3 semester hours
Course designed to acquaint the student with plays written from the beginning of realism (IBSEN) to present day plays will be studied in light of the philosophy, socio political, economic and moral milieu of the era that promulgates the particular genre. Plays will be analyzed from the dramatist's viewpoint. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

TPA 1290L Theatre Productions 1 semester hour
Participation by the student as technician in the dramatic and musical productions to the college. 1 hr. lec./Term I.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

TPA 1291L Theatre Productions 1 semester hour
Participation by the student as technician in the dramatic and musical productions of the college. 1 hr. lec./Term II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

TPA 1292L Theatre Production 2 semester hours
Tech Theatre Lab III
Theatre productions. 2 hrs. lec./Term III.
Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

TPA 1293L Theatre Productions 2 semester hours
Participation by the students as technician in the dramatic and musical productions of the college. 2 hrs. lec./Term III.
Lect Hrs=00 Lab Hrs=34 Othr Hrs=00

TPA 1294L Theatre Productions 2 semester hours
Participation by the student as technician in the dramatic and musical productions of the college. 3 hrs. lec./Term I.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

TPA 1295L Theatre Productions 2 semester hours
Participation by the student as technician in the dramatic and musical production of the college. 3 hrs. lec./Term II.
Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

TPA 1296L Tech Theatre Lab IIIA 3 semester hours
Participation by the student as technician in the dramatic and musical productions of the college. 3 hrs. lec./Term III.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

TPA 1297L Tech Theatre Lab IIIB 3 semester hours
Participation by the student as technician in the dramatic and musical productions of the college. 3 hrs. lec./Term III.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

TPA 2060 Set Design 3 semester hours
The research and execution of the visual environment of the play. Layouts will be prepared for an assigned production project. Pencil and ink drawings, ground plans, elevations and models will be executed to scale in preparation for construction of the set. Prerequisite: THE 2002 or THE 2375, and TPA 2200. By permission of instructor only. 2 hrs. lec. 2 hrs. lab./On Demand.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

TPA 2200 Stagecraft 3 semester hours
Course designed to investigate the principles of stagecraft, lighting, props and set construction open to first semester freshmen. 2 hrs. lec., 2 hrs lab./Term I, II and III.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

TPA 2220 Introduction to 3 semester hours
Stage Lighting
A course designed to introduce the drama student to the historical background of theatrical lighting, technology and design as well as an introduction to the tools and concepts used by the lighting technician of today. The student will be introduced to the basics of electricity and how it has advanced with the equipment used in the area of lighting for the stage from the most primitive equipment to the most modern computer

system. The student will also be introduced to the people involved in the development of the technology and design concepts in the field of stage lighting. 2 hrs. lec., 2 hrs. lab./On Demand.		
Lect Hrs=32	Lab Hrs=32	Othr Hrs=00
TPA 2250 Makeup for Stage and Television	3 semester hours	
RHE theoretical and practical application of all types of straight and character makeup for the stage and television. Open to freshmen. Prerequisite TPP 2130 and TPA 2200, or with the permission of the instructor. 2 hrs. lec., 2 hrs. lab.		
Lect Hrs=32	Lab Hrs=00	Othr Hrs=00
TPP 1190L Theatre Productions	1 semester hour	
Participation by the student as actor or dancer in the dramatic and musical productions of the college. 1 hr. lec.		
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00
TPP 1191L Theatre Productions	1 semester hour	
Participation by the student as actor or dancer in the dramatic and musical productions of the college. 1 hr. lec.		
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00
TPP 1192L Theatre Productions	2 semester hours	
Participation by the student as actor in the dramatic dance and musical productions of the college. 2 hr. lec.		
Lect Hrs=00	Lab Hrs=64	Othr Hrs=00
TPP 1193L Rehearsal and Performance III	1 semester hour	
Participation by the student as actor or dancer in the dramatic and musical productions of the college. 2 hr. lec.		
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00
TPP 1194L Rehearsal and Performance I	2 semester hours	
Participation by the student as actor or dancer in the dramatic and musical productions of the college. 2 hr. lec.		
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00
TPP 1195L Rehearsal and Performance II	2 semester hours	
Participation by the student as actor or dancer in the dramatic and musical productions of the college. 2 hr. lec.		
Lect Hrs=00	Lab Hrs=64	Othr Hrs=00
TPP 1196L Rehearsal and Performance I	3 semester hours	
Participation by the student as actor or dancer in the dramatic or musical productions of the college. 3 hr. lec.		
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00
TPP 1197L Rehearsal and Performance II	3 semester hours	
Participation by the student as actor or dancer in the dramatic or musical productions of the college. 3 hr. lec.		
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00
TPP 2130 Acting I	3 semester hours	
The concentrated study of body movement to communicate thought and idea. Open to freshmen. 2 hrs. lec. 2 hrs. lab./Term I, II and III.		
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00
TPP 2150 Acting III	3 semester hours	

Advanced techniques of acting. Prerequisite: TPA 2250, TPP 2130, TPP 2700. 2 hrs. lec., 2 hrs. lab./Term I and II.		
Lect Hrs=32	Lab Hrs=132	Othr Hrs=00
TPP 2193L Theatre Productions	3 semester hours	
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00
TPP 2300 Directing	3 semester hours	
Course designed to investigate the problems of choosing and analyzing the script, casting, rehearsal, costuming, makeup, organization, management, of the educational theatre. Prerequisites: TPP 2250, TPA2200, TPP 2130, THE 2375. 2 hrs. lec., 2 hrs. lab./On Demand.		
Lect Hrs=32	Lab Hrs=96	Othr Hrs=00
TPP 2530 Fencing for the Stage	1 semester hour	
This course is designed for the actor to learn the usage of weapons as they pertain to the period and style of the play. Open to male or female. This course will not satisfy the HPR activity credit requirement. 2 hrs. lab./Term I and II.		
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00
TPP 2700 Acting II	3 semester hours	
Course designed to assist the beginning actor in controlling his voice as it relates to his role in the play. Exercises related to flexibility and control on stage will be taken from dramatic literature, classical to contemporary. A study of dialects will assist the actor in versatility. The course is designed for drama majors and minors. Prerequisite: TPP 2130, TPA2200, THE 2002, THE 2375, MVV 1111, DAA 2840, TPP 2530. 2 hrs. lec., 2 hrs. lab./Term I and II.		
Lect Hrs=32	Lab Hrs=32	Othr Hrs=00

TRAFFIC MANAGEMENT

TRA 1030 Introduction to Transportation and Traffic	3 semester hours	
An introduction to traffic management covering federal regulations, freight classification, freight rates and tariffs, shipping documents, special freight services, and freight claims. 3 hrs. lec./On Demand.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
TRA 1100 Transportation and Traffic Management I	3 semester hours	
The fundamentals of construction and filing of tariffs with emphasis in freight rate structure in addition, methods of routing and handling traffic including terminal facilities, demurrage, weight, warehousing, and packaging. Prerequisite: TRA 1030, or actual experience in the field and consent of the instructor. 3 hrs. lec./On Demand.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
TRA 2110 Transportation and Traffic Management II	3 semester hours	
Advanced rate study covering imports and exports, combination through rates, intermediate rates, milling in transit, loss and damage, overcharges and undercharges, classification and rate committee procedure. Prerequisite: TRA 1100. 3 hrs. lec./On Demand.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
TRA 2120 Transportation and Traffic Management III	3 semester hours	
Transportation law a study of the interstate commerce commission regulations on tariff, procedures, and practices before the interstate commerce commission. Damages awarded under the regulations and review		

of the commission's decisions. Prerequisites: TRA 2110.

3 hrs. lec./On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

TRA 2230 Warehousing

3 semester hours

Distribution and Material Handling

The principles of warehousing and distribution in relation to sales, services, and transportation conditions.

The use of storage and warehousing as a part of sales distribution. Warehousing contracts, warehouseman's liability insurance and service, methods of material handling. Pallet loads conveyor or systems, and other time and labor saving devices. 3 hrs. lec./On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00



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Directory of Academic Personnel

Listed below are College and Campus personnel. Normally, Department Chairpersons should be contacted by students who have questions about courses or similar matters. The normal appeal route is as follows: Department Chairpersons to Division Director, to Campus Dean of Academic Affairs, to Campus Provost, to College Vice-President for Academic Affairs, to College Executive Vice-President, to the College President.

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GLOSSARY

Definitions of Terms

A.A. — Associate of Arts Degree (See description under "VI Programs of Study")

A.S. — Associate of Science Degree (See description under "VI Programs of Study")

Academic Average — Total of grades on all college courses attempted, exclusive of repeats

Accreditation — Certification that the College has met established standards and is nationally recognized by the regional accrediting association.

Activity Hour — A non-class time set aside in the early afternoon for student activities and various presentations.

Academic Suspension — Students who reach minus 20 quality points below a "C" average or does not complete 50% of the total hours attempted for any two consecutive terms must leave college for one major term. However, no student maintaining a 2.0 average will be suspended.

Advanced Placement — Earning of college credits prior to enrollment at the College by passing certain examinations, as those by the College Entrance Examination Board.

Articulation Agreement — An Agreement between Florida's public junior/community colleges and universities assuring junior level status to students who complete general education and graduation requirements in university parallel programs in community colleges.

Audit — Regular credit courses taken for non-credit.

Cancelled Class — A class which is removed from the schedule because of insufficient enrollment or other reasons.

Career Programs — Two-year Associate of Science Degree programs with courses designed to prepare students for specialized occupations.

Class Period — Normally a clock hour per week per credit hour carried.

Closed Class — A class that has been filled to capacity or requires special permission to enter.

College Level — CLEP is credit by examination by the College Examination Program Entrance Examination Board tests in specified subjects, with such credit applicable toward a degree.

Continuing Education — A variety of subjects offered at numerous locations to members of the community in short, non-credit courses, with nominal expense to the student.

Corequisite — A course which must be taken concurrently with another course.

Credit By Examination — College credit in specified subjects granted by successful completion of national or local tests.

Credit Hour — A semester hour of credit usually equal to the number of hours per week the class meets per term. There are a number of exceptions.

Dismissal — An academic status lasting twelve months which prohibits the student from attending classes. This status occurs when a student has returned from suspension and has failed to maintain an academic average of "C" or higher.

Dual Credit — Dual Enrollment where the college courses are used to satisfy high school graduation requirements

Dual Enrollment — Enrollment at two educational institutions concurrently. Usually occurring during high school years.

Early Admission — By special approval high school

seniors may enroll in college classes for credit prior to their high school graduation, with the credits later applicable toward a college degree.

Fee — A non-refundable financial charge for services rendered, as for admission, laboratory, special tests and graduation.

Full-Time Student — Enrollment for twelve (12) or more semester hours in Terms I and II, or six (6) or more semester hours in Terms IIIA or IIIB.

General Education — Thirty-six (36) semester hours of basic liberal arts courses required as foundation in the university parallel Associate in Arts Degree programs.

Grade — Alphabetical measure of academic success ranging from superior to failure.

Grade Point — The value ranging from 4 to 0 for grades "A" to "F" for all courses attempted, used in determining an academic average.

Grade Point Average (GPA) — The decimal figure which results when the total number of semester hours attempted is divided by quality points earned. The range is 4.0 downward.

Graduation Evaluation — Every student is required to have a graduation evaluation one term prior to graduation. A graduation evaluation is done by the counseling office to assure that all of the requirements have been fulfilled. Students are responsible for making the arrangements to have this evaluation done.

Grant — Funds awarded for college expenses to qualified students in financial need.

HPRD — Health, Physical Education, Recreation, and Dance.

Independent Study — Capable students may acquire course credit at their own rate through non-classroom student faculty interaction.

Non-Credit — A course for which no college credit can be granted.

Open College — The department which offers courses through TV, Radio, Newspaper and Independent Study.

Part-Time Student — Enrollment for less than twelve (12) semester hours in Terms I or II, or less than six (6) hours in Terms IIIA or IIIB.

Prerequisite — A course that must be satisfactorily completed before taking the next higher level in a related course.

Project Ahead — Army Help for Education and Development by which U.S. Army personnel are provided admission, counseling and credit repository to continue their education, even at several institutions.

Provisional Student — One seeking a degree who has not met all the necessary requirements of admission.

Quality Points — The value obtained by multiplying the grade point by the number of semester hours.

Quarter Hour — Two-thirds of a semester hour.

Residency — To qualify for in-state tuition a student must sign a notarized statement as to having resided in the state of Florida twelve (12) calendar months prior to the start of classes.

Scholarships — Financial assistance via tuition and fee payment granted by donors to certain qualified recipients, usually for some specified purpose.

Semester — Half of a normal school year, the usual college year has two semester, fall and spring, usually 16 weeks in length.

Semester Hour — See "Credit Hour".

- Special Services** — A federally funded program providing support, counseling, testing, tutoring, and other services to students qualified due to educational, economic, cultural, language, or physical disadvantage.
- Special Student** — Students who do not have a high school diploma or GED.
- Student Classification** — Full-time or part-time, university parallel or career, regular or special, freshman or sophomore, etc.
- Student I.D.** — The "Fee Card", received after payment of fees is the most common form of identification.
- Student Load** — Number of semester hours carried each term.
- Study Hours** — Normally a minimum of two hours of study is required for each hour the class meets.
- Summer Term** — The summer term is divided into Terms IIIA and IIIB, which are approximately 6 weeks in length.
- Suspension** — A status, lasting one full term, which prohibits the student from attending. This status occurs when a student's academic average is twenty (20) quality points below a "C" average.
- T.B.A.** — To Be Arranged.
- Transcript** — Official record in Registrar's Office of all college courses taken by the student.
- Transfer Student** — One who comes from or goes to another educational institution to complete degree requirements and major course work.
- Transient Student** — One taking a limited number of classes at one institution to complete degree requirements and major course work at another institution.
- Tuition** — Financial charge for each credit hour of instruction.
- University Parallel** — Courses of study leading to Associate in Arts and advanced degrees requiring general education and, usually, certain pre-professional subjects.
- Withdrawal** — Removal from a class and/or college via completion of proper forms in the Registrar's Office.

INDEX

Academic Advisment	17	Board of Trustees	178
Academic Honors	23	District	178
Academic Load	21	Honorary	189
Academic Personnel	182	Bookstore	24
Academic Regulations	21	*Building Construction	83
Acceleration Mechanism	21	Certificate Program	83
Accounting: A.S. Degree Program	60	Courses	119
Certificate	71	*Business Administration	
Courses	97	A.S. Degree Program	60
Accreditation	11	Option #1 Accounting	60
Adding, Dropping, or Changing Schedule	22	Option #2 General Business	61
Administration	179	Option #3 Insurance	61
Administrative Boards	178	Option #4 International Business	61
Admissions:	13	Option #5 Real Estate	61
Procedures	13	Business Technology, Division of	57
Requirements	13	Business Law Courses	109
Allied Health Technology Students	15	Business Math Courses	140
Dual Enrollment	15	Cancellation of Previous Unsatisfactory	
Early Admission	15	Record	21
International Students	16	Career Pilot, A.S. Degree Program	60
Transfer Students	15	Career Planning Courses	109
Transient Students	15	Career Planning and Placement Services	28
Under Special Conditions	15	Central Campus Administration	180
Advanced Placement	21	Certificate Programs, Curricula offered	41
Advisement	17	*Chemistry	
AIB Certificate	58	Courses	109
Airline Careers, A.S. Degree Program	68	Chinese (See Modern Foreign Language Courses)	110
Allied Health Technology Division	43	Civil Engineering, A.S. Degree Program	82
Allied Health Continuing Education Courses	44	Courses	119
Allied Health Technology Students, Admission		Class Attendance	21
Procedure	44	Classification of Students	21
Alumni	29	CLEP Test	21
American Institute of Banking	58	Clerk-Typist Certificate Program	72
*Anthropology, A.A. Degree Program		Clubs, Organizations, and Programs	28, 29
Courses	97	College Administration	179
Applied Music, Individual Instruction	146	College Calendar	5
Arabic (See Modern Foreign Language Courses)	98	College Level Academic Skills Test (CLAST)	35
*Architecture, A.A. Degree Program	81	Commercial Art, A.S. Degree Program	87
Architecture Technology, A.S. Degree Program	81	Common Course Numbering System	92
*Art, A.A. Degree Program		Communications, Division of	74
Art, Dept of	87	Community Services	41
Courses	100	Computer Science, A.S. Degree Programs	64
Associate of Arts Degree, Curricula offered	37	Courses - Business Option	61
Associate of Arts (What Is It)	37	Courses - Engineering - Scientific Option	61
Associate of Arts Degree Requirements	37	Computer Science, Certificate Program	72
Associate of General Studies	41	Conduct	21
Associate of Science, Curricula offered	40	Consortium, Library Privileges	24
*Astronomy, A.A. Degree Program		Continuing Education, Allied Health	44
Courses	101	Contracting and Civil Engineering	
Athletics	19, 28	Technology, A.S. Degree Program	82
Audit	22	Courses	119
Automotive Technology, A.S. Degree Program	77	Cooperative Education, Program	76
Courses	102	Courses	111
Aviation Administration, A.S. Degree Program	58	*Corrections	78
Courses	103	AS Degree Program	78
Aviation Programs	58	Certificate	79
Courses	58	Courses	112
Aviation Maintenance Technology		Counseling	28
A.S. Degree	59	Course Descriptions	94
Courses	105	Court and Conference Reporting, AS degree	66
Banking, A.S. Degree Program	58	Credit, unit of	21
Courses	106	Credit for Experience in Technical Areas	34
Basic Opportunity Grant (See Pell Grant)	18	Crime Scene Technology, AS degree program	79
Biological Science, Dept of	90	Criminal Justice, Division of	78
*Biology, A.A. Degree Program		Criminal Justice Institute	78
Courses	108	*Criminal Justice	78
Board of Directors, Foundation	189	Criminal Justice, AS degree program	79

Option #1 Law Enforcement	79	Finance Courses	124
Option #2 Corrections	79	Financial Aid	18
Option #3 Crime Scene Technology	79	Fine Arts and Cultural Programs	24
Courses	112	Fire Science, AS degree program	80
Cultural Programs	24	Certificate	80
Curricula Offered, Associates in Arts degree program	37	Courses	125
Curricula Offered, Associates in Science degree program	40	Florida Statewide Course numbering system	92
Curricula Offered, Certificate program	41	*Food and Nutrition, AA degree program	
Dance Courses	157	Food Services	30
Data Processing (see Computer Science)	64	Food Service Certificate program	71
Degree Requirements		Courses	126
(for Technical Education see particular program)		*Foreign Language	74
*Dental (Pre-Dental)		Foreign Language, Dept of	74
Dental Assisting, AS degree program	45	Foreign Students (see International Students)	16
Certificate	44	Foreign Studies	24
Courses	113	Foundation	189
Diagnostic Medical Sonography Certificate	46	French (See Modern Foreign Language courses)	127
Courses	46	General Business Courses	128
Dietetic Technician, AS degree program	46	Geography Courses	128
Management option	46	*Geology, AA Degree program	
Nutrition option	46	Courses	128
Courses	114	German (see Modern Foreign Language courses)	129
Directory of Academic Personnel	180	Glossary	193
Distinguished Service Award	189	Gordon Rule	35
Directory of Correspondence	78	Grades and Records policy	22
*Drama, AA degree program	87	Graduation and Degree Requirements	23
Courses	175	Grants and Scholarships	18
Dropping Adding or Changing Schedule	34	Handicapped Affairs program	20
Dual Enrollment	15	Health courses	129
Early Admission	15	Health, Physical Education, Recreation , and Dance, Division of	86
Economics, courses	115	*Health, Physical Education, Recreation, and Dance	
Education Opportunity Grants	18	Courses	157
Education, Elementary, Secondary, Courses	115	Health Services	28
Electronic Engineering Technology, AS degree program	85	Hebrew (See Modern Foreign Language Course)	130
Emergency calls	180	History of College	11
Emergency Medical Services, AS degree program	48	*History, AA degree program	
Certificate	47	Courses	131
Courses	117	Honors at Graduation	23
*Engineering		Honors Courses	131
Courses	119	Honors Program	25
Engineering Technology, Division of	81	Horticulture (See Landscape Technology)	83
Engineering Technology Curriculum requirements	81	Hotel-Restaurant-Institution/Administration AS degree program	67
*English, AA degree program		Courses	126
English, Dept of	74	Humanities Division	87
Courses	121	Income Tax Preparation, Certificate program	71
Honors Program	74	Interest Clubs	29
English as a second language(ESC) See		Interior Design, AS degree program	82
Modern Foreign Language and ESC	75	Courses (see Art)	99
Courses	124	International/Intercultural Education	25
Entrance Requirements	13	International Students	16
Allied Health Students	43	Intramural Sports Program	28
Dual Enrollment Students	15	Italian (see Modern Foreign Language Courses)	134
Early Admission Students	15	Japanese (see Modern Foreign Language Courses)	135
International Students	16	Journalism and Publication, Dept of	74
Transfer Students	15	Courses	135
Essential Academic Skills	35	Landscape Technology, AS degree program	83
Equal Opportunity Employment Policy	12	Courses	136
Examinations and Tests	22	Language, Dept of Modern Foreign	74
Experiential Learning	21	Learning Resources	26
Faculty	182	*Legal Assisting, AS degree program	62
Fashion Marketing AS degree program	69	Courses	137
Courses	124	Library	26
Fees	31	Loans	18
Final Exam Schedule	10	Management, AS degree program	62

Courses	138
Option #1 Materials Management	62
Option #2 Purchasing Management	63
Option #3 General Management	63
Option #4 Savings & Loan Management	63
*Marketing	
Marketing, AS degree program	68
Courses	139
Mathematics and Science Division	90
*Mathematics	
Courses	140
*Medical, AA degree program(Pre-Medical)	
Medical Assisting, AS degree program	49
Certificate	48
Courses	142
Medical Laboratory Technology, AS degree program	50
Courses	143
Modern Foreign Language, Dept of	74
Music, Dept of	88
Music Programs	88
Activities	88
Courses	145
North Campus Administration	179
*Nursing	
AS degree program	52
Nursing, Continuing Education Courses	151
*Nutrition, AS degree program	46
*See Dietetic Technician	
Courses	114
Office Information Systems	65
*Secretarial Science	
Office Careers, AS degree program	65
Option #1 Administrative Assistant	65
Option #2 Airline Specialist	65
Option #3 Legal Secretary	65
Option #4 Medical Secretary	65
Option #5 Office Specialist	65
Option #6 Information/Word Processing	66
Courses	153
Open College	26
Orientation	17
Overseas Study Program	24
Paramedic, Certificate	47
Courses	117
Pell Grant	18
Pest Control Technology, AS degree program	84
Courses	156
*Pharmacy, AA degree program	
Pharmacology courses	157
Philosophy	
Courses	157
Philosophy of the College	11
*Physical Education	
Courses	157
Physical Science, Dept of	90
Courses	161
Physical Therapist Assistant, AS degree program	53
Courses	161
*Physical Therapy	
Courses	161
*Physics	
Courses	162
Placement and Career Planning Services	28
Placement Testing	17
Police Science, Certificate program	79
Courses	112

*Political Science	
Courses	163
Portugese (see Modern Foreign Language Courses)	163
Preschool and Day Care Center, Certificate	91
Professional and Academic groups	29
Professional Secretary Certificate program	73
*Psychology	
Courses	163
Purposes of the College	11
Radiation Therapy, AS degree program	54
Certificate	54
Courses	165
Radiology Technology, AS degree program	55
Radiology Technology Special Degree program	55
Courses	165
Reading Communications, Dept of	75
Courses	168
Records and Grades Policy	22
*Recreation	
Courses	160
Refund Policies	34
Registration	17
*Religion	
Courses	169
Religious Clubs	29
Repetition of Courses	22
Requirments of Associates in Arts degree	37
Requirments of Associates in General Studies	41
Respiratory Therapy Technology, AS degree program	56
Courses	109
Restaurant and Food Service Administration	
AS degree program	67
Russian (see Modern Foreign Language Courses)	170
Savings and Loan Career, AS degree	63
Schedule Changes	34
Scholarships	18
Scholarship Donors	190
Scholarship Honorary Groups	29
Scholastic Standards	22
Secretarial Certificate program	72
Secretarial, Advanced Certificate	72
Secretarial, Professional Certificate	73
Option #1 Accounting	72
Option #2 Executive Secretary	73
Option #3 General Secretary	73
Option #4 Insurance	73
Option #5 Legal Secretary	73
Option #6 Medical Secretary	73
Option #7 Real Estate	73
Service Clubs	29
Sites and Buildings	12
Social Science, Division of	91
Sociology	
Courses	171
South Campus Administration	179
Southeast Florida Education Consortium	12, 179
Spanish (see Modern Foreign Language Courses)	172
Special Services	91
Speech, Dept of	75
Courses	173
*Speech Pathology-Audiology	173
Special Students	15
Sports, Athletics	28
State Board of Education	178
State Community College Board	178
Statistics, Courses	174
Student Activities	28

Student Employment Program	18, 28
Student Fees	31
Student From Unaccredited High School	15
Student Publications	29
Student Work Study	18
Table of Contents	1
Technical Education Programs Offered	40
Technical Education, Division of	
Allied Health Technology	43
Business Administration	57
Criminal Justice	78
Engineering Technology	81
Term System	21
Theater, Dept of	87
Courses	174
*Tourism Industries Administration, AA degree	
AS degree program	68
Courses	126
Traffic Management Courses	176
Transcripts	23
Transfer Students	15
Transportation	30
Ultrasound Certificate Program (see Diagnostic Medical Sonography)	
Unit of Credit	21
University Parallel Degree Requirements	37
University Parellel Programs offered	37
Unsatisfactory Record Cancellation Policy	21
Veteran Student	19
Where to go for help	8
Withdrawals	34
Women's Programs	30
Work-Study programs	18
Zoology Courses	109

*See program sheets available in Campus Counseling Office.

**PLEASE COMPLETE
AND SUBMIT
WITH APPLICATION**



STUDENT GOALS INVENTORY

INSTRUCTIONS: Select the *FIVE* most important goals from *EACH* of the lists below. Rank *your goals* from 1-5, with #1 the highest and #5 the lowest.

Name _____

Social Security Number _____ Date _____

Major _____

Enrollment Status ☐ part-time ☐ full-time Employed ☐ part-time ☐ full-time

A. My goals with regard to CAREER DEVELOPMENT are:

1. ☐ To determine a career goal
2. ☐ To prepare for an immediate entry level occupation
3. ☐ To meet the employment requirements of a specific job
4. ☐ To discover my career potentialities and competencies
5. ☐ To develop management/leadership skills
6. ☐ To earn an Associate in Science Degree (to get a job)
7. ☐ To earn an Associate in Science Degree (General Studies)
8. ☐ To earn a Planned Occupational Certificate
9. ☐ To earn an Associate in Arts Degree (to transfer to another college)
10. ☐ To take courses to retain my present job
11. ☐ To take courses in order to get a promotion
12. ☐ To prepare myself to change occupations
13. ☐ To prepare for local, state, national board exams
14. ☐ To take courses to keep current in my field

B. My goals with regard to PERSONAL DEVELOPMENT are:

1. ☐ To explore my talents, skills, abilities and potentials in these areas in order to determine my goals
2. ☐ To successfully undergo a transitional period in my life
3. ☐ To assist in my personal adjustment
4. ☐ To understand myself better
5. ☐ To develop my self worth and confidence
6. ☐ To meet my physical needs
7. ☐ To focus on my personal strengths
8. ☐ To clarify my values
9. ☐ To develop personal strengths
10. ☐ To explore/understand my feelings, thoughts and behaviors
11. ☐ To explore my attitudes toward marriage, parenthood, and/or divorce
12. ☐ To aid in my adjustment to a changed style of living (retirement, changes in employment or marital status, prison release, etc.)
13. ☐ To learn more about my health
14. ☐ To postpone the time when I will have to become financially independent
15. ☐ To focus on my independence

C. My goals with regard to SOCIAL DEVELOPMENT are:

1. ☐ To become active in the organizational life of the college
2. ☐ To take an active leadership role
3. ☐ To enhance my abilities in social interaction
4. ☐ To learn more about team work, cooperation and group skills
5. ☐ To interact with people of various ages and backgrounds
6. ☐ To participate in the athletic/recreational program
7. ☐ To exercise my social responsibility
8. ☐ To develop a social awareness
9. ☐ To obtain the education that's expected of me
10. ☐ To develop an understanding of other ethnic and social groups

D. My goals with regard to ACADEMIC DEVELOPMENT are:

1. ☐ To upgrade my basic academic skills (reading, writing, study and/or mathematics)
2. ☐ To further develop my communication skills (oral, written and/or non-verbal)
3. ☐ To develop my ability for critical thinking
4. ☐ To upgrade my grade point average for entry or reentry to a university
5. ☐ To prepare for transfer to an upper division university
6. ☐ To learn more about my field of interest
7. ☐ To pursue an area out of intellectual curiosity
8. ☐ To strive for academic recognition (honors, grades)

E. My goals with regard to CULTURAL DEVELOPMENT are:

1. ☐ To pursue my avocational interests
2. ☐ To develop cultural and aesthetic appreciation
3. ☐ To develop artistic, dramatic and/or musical talents
4. ☐ To develop skills/interests for my leisure time

F. My goals with regard to COMMUNITY DEVELOPMENT are:

1. ☐ To learn more about shaping/changing the environment
2. ☐ To develop the skills to become involved with the community
3. ☐ To learn about community problem solving
4. ☐ To prepare myself for volunteer community service
5. ☐ To learn about the "system" - living with, coping and changing it
6. ☐ To develop community leadership skills

RETURNING BCC STUDENT COMPLETE

LAST TERM _____ YR _____

PREVIOUSLY
☐ Credit
☐ Audit
☐ Non-credit

NAME USED PREVIOUSLY IF DIFFERENT

BROWARD COMMUNITY COLLEGE

APPLICATION

CRT OPERATOR	TERM
DATE	
RECEIPT NO.	AMOUNT

(Mailing Address) 225 East Las Olas Boulevard, Fort Lauderdale, Florida 33301

INSTRUCTIONS: (Note reminders on reverse side.) ALL ITEMS MUST BE COMPLETED FROM APPLICATION TO BE PROCESSED. TYPE OR PRINT IN INK. BE SURE TO COMPLETE BOTH SIDES OF APPLICATION.

NON-REFUNDABLE \$20.00 APPLICATION FEE (CHECK OR MONEY ORDER) REQUIRED FROM NEW BCC STUDENTS AND PREVIOUS NON-CREDIT AND AUDIT STUDENTS. FEE IS REQUIRED ONLY WITH FIRST APPLICATION FOR CREDIT CLASSES.

PERSONAL INFORMATION

1 SOCIAL SECURITY NUMBER _____

2 1. ☐ MALE 2. ☐ FEMALE

3 BIRTHDATE _____
MONTH/DAY/YEAR

BIRTHPLACE _____
STATE/COUNTRY

5 COUNTRY OF CITIZENSHIP _____

7 HOME PHONE _____
BUSINESS PHONE _____
EMERGENCY PHONE _____

9 LANGUAGE SPOKEN IN THE HOME OTHER THAN ENGLISH _____

4 LEGAL NAME _____
LAST FIRST MIDDLE (MAIDEN)

6 ADDRESS _____
STREET
CITY COUNTY STATE ZIP
Acceptance notice will be mailed directly to student at the address on this application

8 RACE (This information is needed for reporting purposes only)

- ☐ American Indian or Alaskan Native
- ☐ Black (not of Hispanic Origin)
- ☐ Cuban National (Hispanic)
- ☐ Hispanic
- ☐ Asian or Pacific Islander
- ☐ Caucasian/White (not of Hispanic Origin)

10 NON U.S. CITIZEN ONLY

- ☐ Student* ☐ Cuban Refugee
- ☐ Visitor* ☐ Resident Immigrant Alien

- ☐ Vietnamese Refugee
- ☐ Haitian Refugee
- ☐ Other Refugee

*Students and visitors must submit the "International Student Requirements" form before consideration for admission can be made. Contact the Admissions Office at 781-7485.

11 EDUCATIONAL BACKGROUND

If B.C.C. is your first college, your high school transcript reflecting the graduation date should be submitted during the term you plan to attend.

HIGH SCHOOL ATTENDED OR SOURCE OF GED:

NAME OF SCHOOL	
CITY	COUNTY STATE
MONTH/YEAR GRADUATED OR COMPLETED GED	

FOR OFFICE USE ONLY

Resident Immigrant Aliens must have their Alien Registration card verified by College Personnel or the student will be considered an International Student.

ID NO	B.C.C. STAFF INITIALS	DATE
-------	-----------------------	------

COLLEGE OR UNIVERSITIES ATTENDED

NOTE - DEGREE SEEKING STUDENTS: Transcripts from all institutions are required. Failure to submit transcripts may jeopardize future registration at BCC.

1. NAME OF INSTITUTION DEGREE RECEIVED
DATES ATTENDED CITY STATE

2. NAME OF INSTITUTION DEGREE RECEIVED
DATES ATTENDED CITY STATE

RETURNING BCC STUDENT COMPLETE	
LAST TERM _____ YR _____	PREVIOUSLY ☐ Credit ☐ Audit ☐ Non-credit
NAME USED PREVIOUSLY IF DIFFERENT _____	

BROWARD COMMUNITY COLLEGE APPLICATION

(Mailing Address) 225 East Las Olas Boulevard, Fort Lauderdale, Florida 33301

CRT OPERATOR _____	TERM _____
RECEIPT NO _____	AMOUNT _____

INSTRUCTIONS: (Note reminders on reverse side) ALL ITEMS MUST BE COMPLETED BEFORE APPLICATION WILL BE PROCESSED. TYPE OR PRINT IN INK. BE SURE TO COMPLETE BOTH SIDES OF APPLICATION.

NON-REFUNDABLE \$20.00 APPLICATION FEE (CHECK OR MONEY ORDER) REQUIRED FROM NEW BCC STUDENTS AND PREVIOUS NON-CREDIT AND AUDIT STUDENTS. FEE IS REQUIRED ONLY WITH FIRST APPLICATION FOR CREDIT CLASSES.

PERSONAL INFORMATION

1 SOCIAL SECURITY NUMBER _____

4 LEGAL NAME _____
LAST FIRST MIDDLE (MAIDEN)

6 ADDRESS _____
STREET
CITY COUNTY STATE ZIP
Acceptance notice will be mailed directly to student at the address on this application

8 RACE (This information is needed for reporting purposes only)
☐ 1 American Indian or Alaskan Native
☐ 2 Black (not of Hispanic Origin)
☐ 3 Cuban National (Hispanic)
☐ 4 Hispanic
☐ 5 Asian or Pacific Islander
☐ 6 Caucasian/White (not of Hispanic Origin)

2 ☐ 1. MALE ☐ 2. FEMALE

3 BIRTHDATE _____
MONTH/DAY/YEAR

BIRTHPLACE _____
STATE/COUNTRY

5 COUNTRY OF CITIZENSHIP _____

7 HOME PHONE _____
BUSINESS PHONE _____
EMERGENCY PHONE _____

9 LANGUAGE SPOKEN IN THE HOME OTHER THAN ENGLISH _____

10 NON U.S. CITIZEN ONLY
☐ 1 Student* ☐ 3 Cuban Refugee ☐ 5 Vietnamese Refugee
☐ 2 Visitor* ☐ 4 Resident Immigrant Alien ☐ 6 Haitian Refugee
☐ 7 Other Refugee

*Students and visitors must submit the "International Student Requirements" form before consideration for admission can be made. Contact the Admissions Office at 761-7465

FOR OFFICE USE ONLY

Resident Immigrant Aliens must have their Alien Registration card verified by College Personnel or the student will be considered an International Student

I D NO _____ B C C STAFF INITIALS _____ DATE _____

11 EDUCATIONAL BACKGROUND

If B.C.C. is your first college, your high school transcript reflecting the graduation date should be submitted during the term you plan to attend

(Check box that applies)

- ☐ 1 Graduated
☐ 1A Anticipated Date of Graduation _____

- No _____ Yr _____
☐ 2 Completed GED
☐ 3 Received Certification of Attendance
☐ 4 None of the above
☐ 5 Dual Enrollment*
☐ 6 Early Admissions*
☐ 7 Dual Credit*

*See H.S. Guidance Counselor

HIGH SCHOOL ATTENDED OR SOURCE OF GEO:

NAME OF SCHOOL _____
CITY COUNTY STATE _____
MONTH/YEAR GRADUATED OR COMPLETED GEO _____

COLLEGE OR UNIVERSITIES ATTENDED

NOTE - DEGREE SEEKING STUDENTS Transcripts from all institutions are required. Failure to submit transcripts may jeopardize future registration at BCC.

1. NAME OF INSTITUTION _____ DEGREE RECEIVED _____
 DATES ATTENDED _____ CITY _____ STATE _____

2. NAME OF INSTITUTION _____ DEGREE RECEIVED _____
 DATES ATTENDED _____ CITY _____ STATE _____

12 COLLEGE STATUS (CHECK ONE ONLY)

- RETURNING BCC STUDENTS - CHECK BOX #1 IN ITEM 13**
☐ 1 BCC is my first college - OR -
☐ I HAVE ATTENDED ANOTHER COLLEGE AND I AM:
☐ 2 Eligible to return
☐ 3 On Probation, but eligible to return
☐ 4 On Suspension/Mo _____ Yr _____

13 ADMISSION BASIS (CHECK ONE ONLY)

- I AM A:**
☐ 1 Returning BCC Student (must complete information on top left corner)
☐ 2 New B.C.C. Student
☐ 7 Transient Student (Taking BCC courses only 1 term)
☐ 8 Applied to B.C.C. but did not take classes
- I AM A TRANSFER STUDENT FROM AN:**
☐ 3 Out-of-State 4-year College
☐ 4 In-state Community/Jr. College
☐ 5 Out-of-State 4-year College
☐ 6 Out-of-State Community/Jr. College

14 I WANT COURSES FOR:

- ☐ College Credit
☐ Audit (all classes)

I AM INTERESTED IN INFORMATION ON:

- 14 a. FINANCIAL AID** ☐ Yes ☐ No **14 b. VETERANS BENEFITS** ☐ Yes ☐ No **14 c. HANDICAP SERVICES** ☐ Yes ☐ No

CONTACT APPROPRIATE CAMPUS OFFICE FOR INFORMATION, FORMS OR SPECIAL SERVICES

15 I WILL ENTER IN TERM: (CHECK ONE)

Students leaving area blank will be assigned to the next appropriate term

- ☐ I - Fall (Aug. - Dec.) Year _____
☐ IA or O IIB
☐ II - Winter (Jan. - May) Year _____
☐ IIA or O IIB
☐ IIIA Summer (May - June) Year _____
☐ IIIB Summer (June - Aug.) Year _____

16 I AM SEEKING THE FOLLOWING: (See reverse side for listing of BCC degrees)

DEGREE NUMBER REQUIRED

0 0 0 0

YOUR MAJOR MAY BE CHANGED AT ANY TIME BY CONTACTING THE REGISTRATION OFFICE

☐ I AM NOT INTERESTED IN SEEKING A DEGREE AT THIS TIME

- ☐ A A DEGREE (University Transfer Degree) _____ MAJOR OR PROGRAM _____
☐ A S DEGREE (Technical Degree) _____ MAJOR OR PROGRAM _____
☐ CERTIFICATE _____ MAJOR OR PROGRAM _____

*ALLIED HEALTH APPLICANTS: Admission to the college does not constitute admittance to any of the Allied Health Programs. Each Student must submit a letter of intent to the Division of Allied Health.

17 I WILL ATTEND: ☐ 1 Central Campus ☐ 2 North Campus ☐ 3 South Campus ☐ 4 Allied Health ☐ 5 Fort Lauderdale Center

18 a FLORIDA RESIDENT STUDENT MUST HAVE THIS AFFIDAVIT NOTARIZED. FEES ARE ASSESSED BY THE STUDENT'S RESIDENCY.

FLORIDA RESIDENT as used here means that the applicant (or his/her guardian/guardian if applicant is less than 18 years of age) must be a United States citizen (or have been admitted to the country as an immigrant) and shall have lived here continuously for at least one year immediately prior to the first day of classes at Broward Community College.

I certify that I have been a bona fide Florida resident and have lived in Florida at least ONE YEAR CONSECUTIVELY since _____ (Documentation proof may be required)

MONTH _____ DAY _____ YEAR _____
 Applicant 18 years or older OR Parent/Legal Guardian if applicant is under 18 years of age (Documentation proof required if Legal Guardian) TO BE SIGNED IN PRESENCE OF NOTARY

Subscribed and sworn to me this _____ day of _____ 19 _____

SIGNATURE OF NOTARY PUBLIC (SEAL AND STAMP OF NOTARY REQUIRED)

18 b IF YOU HAVE NOT LIVED IN FLORIDA FOR AT LEAST ONE YEAR, IN WHICH STATE WERE YOU A LEGAL RESIDENT?

19 GOOD CONDUCT AND CITIZENSHIP

Applicants who have experienced disciplinary problems at educational institutions or with other authorities (not including minor traffic violations) must state circumstances involved on a separate sheet and submit with this application. This information will not necessarily exclude applicants for admission, and will be handled confidentially. I certify that all statements given in this application are true and accurate to the best of my knowledge. I agree to abide by all rules and regulations of Broward Community College. I agree that if my credentials are not complete within three weeks after registration or if any information is found to be false, I may be suspended from classes without a refund of any fees paid.

APPLICANT'S SIGNATURE _____ DATE _____

PLEASE SELECT YOUR MAJOR FIELD UNDER YOUR EDUCATIONAL OBJECTIVE

NON-DEGREE STUDENTS - (Students taking courses for their own personal objectives, please mark "Not interested in seeking a degree at this time")

ASSOCIATE IN ARTS DEGREE PROGRAMS (A.A.) MAJOR FIELD - Those who plan to earn a degree at BCC and transfer to a University or College.

001 Agricultural Science	013 Theatre	038 Music Education	051 Recreation
007 Anthropology	014 Education (Elementary)	039 Nursing	052 Religion
002 Architecture	015 Education (Secondary)	041 Occupational Therapy	054 Social Welfare
003 Art	016 Engineering	043 Pharmacy	053 Sociology
004 Astronomy	017 English	066 Physical Education	055 Speech
005 Biology	021 Foreign Language	047 Physics	064 Speech Pathology-Audiology
006 Building Construction	026 History	046 Political Science	058 Tourism Industries Administration
007 Business Administration	028 Interior Design	011 Pre-Chiropractic	057 A.A. Degree in Liberal Arts
009 Chemistry	069 International Studies	024 Pre-Geology	
062 Computer Science/Office Information Systems	029 Journalism	034 Pre-Medical Dental	
065 Criminal Justice	031 Law	042 Pre-Optometry	
1) Pre-Criminal Justice	036 Marketing Management	046 Pre-Physical Therapy	
2) Corrections	033 Mathematics	056 Pre-Veterinary Medicine	
3) Law Enforcement	035 Medical Technology	049 Psychology	
	037 Music	050 Radio & Television	

ASSOCIATE IN SCIENCE DEGREE PROGRAMS (A.S.) MAJOR FIELD - Those students who plan to earn a two year technical occupational degree work in that area or possibly transfer in special areas.

163 Avline Marketing Careers	108 Commercial Art	121 Hotel-Motel Administration	Office Careers (Con't)
104 Architectural Technology	112 Computer Science (Business Option)	122 Insurance Careers	1) Administrative Assistant
198 Automotive Technology (opt 1 or 2 yr.)	113 Computer Science (Engineering-Scientific Option)	170 Interior Design	2) Airline Specialist
105 Aviation Science Management	109 Contracting & Civil Engineering	123 Landscape Technology	3) Information/Word Processing
173 Aviation Maintenance	154 Court and Conference Reporting	172 Legal Assisting	4) Legal Secretary
106 Banking & Financial Institution Business Administration	110 Criminal Justice	161 Management/General Management	5) Medical Secretary
160 Accounting	1) Law Enforcement	1) Materials Management	6) Office Specialist
119 General Business	2) Corrections	2) Purchasing Management	140 Pest Control Technology
122 Insurance	3) Crime Scene Technology	3) Savings and Loan Career	153 Physical Therapist
115 International Business	146 Dental Assisting	126 Marketing	159 Radiation Therapy Technology
136 Real Estate	145 Dietetic Technician	125 Medical Assisting	131 Radiologic Technology
174 Transportation and Traffic Management	114 Electronic Engineering Technology	139 Medical Laboratory Technology	167 Radiologic Technology Special Program for Degree
107 Career Pilot	160 Emergency Medical Technician	127 Nursing	165 Restaurant and Food Service Administration
	141 Fashion Marketing	1) LPN Transition	132 Respiratory Therapy Technology
	118 Fire Science Technology	134 Office Careers	142 Tourism Industries Administration
	190 General Studies		

CERTIFICATE PROGRAMS - SPECIALIZED AREAS - Those students who plan to earn a one year or more specialized certificate only.

214 Accounting	230 Diagnostic Medical-Sonography (Ultra-Sound)	208 Paramedic	Secretarial Advanced (Con't)
232 Air Frame	210 Electronics	209 Police Science	3) General
235 Air Frame and Power Plant	205 Emergency Medical Services	227 Pre-School & Day Care Center	4) Insurance
223 Aviation Maintenance	202 Fire Science	233 Power Plant	5) Legal
221 Building Construction	203 Food Service	228 Radiation Therapy Technology	6) Medical
204 Clerk-Typist	234 Helicopter - Maintenance	235 Respiratory Therapy Tech	7) Real Estate
212 Corrections	211 Income Tax Preparation	207 Secretarial	206 Secretarial Certified Professional
217 Dental Assisting	215 Medical Assisting	207 Secretarial Advanced	213 Small Business Administration
		1) Accounting	
		2) Executive	

IMPORTANT: REMINDERS BEFORE SUBMITTING APPLICATION

ALL APPLICANTS MUST THOROUGHLY COMPLETE ALL APPLICABLE PARTS OF THE APPLICATION AND INCLUDE THE FOLLOWING:

1. A \$20.00 check or money order application fee that is non-refundable for all new credit and audit students. Returning former non-credit students who are applying for credit or audit must also pay the \$20.00 fee (if mailing).
2. Forms are available at the Registrar's Office to voluntarily provide the college with information concerning any disability you feel we should have on record for you.
3. **TRANSCRIPTS: YOU** must request your own final high school and/or college transcript (s) and have them forwarded to Broward Community College. Failure to submit your transcripts may jeopardize future registration at Broward Community College.

POINTS TO CONSIDER IN FILING COMPLETED APPLICATION IT IS **IMPERATIVE THAT ALL SPACES ARE COMPLETED UNLESS THEY ABSOLUTELY DO NOT APPLY**

1. Social Security Number, Addresses, Dates, etc. are required.
2. The **Residency Affidavit** should be completed and notarized if applicant has lived in Florida consecutively for at least **ONE YEAR** prior to the term he plans to enter. **ATTENTION:** The date you began your Florida residency is mandatory and if omitted you will be classified as out-of-state.
3. **TRANSFER STUDENTS:** If you want to have your credits from another institution evaluated and added to your Broward Community College academic record please request this in writing at your campus counseling office. This is necessary **ONLY** if you are a degree seeking student.

PLEASE DIRECT QUESTIONS TO THE CAMPUS REGISTRAR'S OFFICE



CENTRAL CAMPUS
3501 Southwest Davie Road
Fort Lauderdale, Florida 33314
(305) 475-6865

NORTH CAMPUS
1000 Coconut Creek Boulevard
Pompano Beach, Florida 33063
(305) 973-2240

SOUTH CAMPUS
7200 Hollywood/Pines Boulevard
Pembroke Pines, Florida 33024
(305) 963-6635

ALLIED HEALTH
3501 Southwest Davie Road
Fort Lauderdale, Florida 33314
(305) 475-6767

FORT LAUDERDALE CENTER
College Administrative Offices
225 East Las Olas Boulevard
Fort Lauderdale, Florida 33301
(305) 761-7465

12 COLLEGE STATUS (CHECK ONE ONLY)
RETURNING BCC STUDENTS - CHECK BOX #1 IN ITEM 13

- I AM A TRANSFER STUDENT FROM ANI:
3. ☐ Instate 4-year College
4. ☐ Instate Community/Jr. College
5. ☐ Out-of-State 4-year College
6. ☐ Out-of-State Community/Jr. College
- I AM A:
1. ☐ Returning BCC Student
(must complete information in top left corner)
2. ☐ New B.C.C. Student
7. ☐ Transient Student (Taking BCC courses only 1 term)
8. ☐ Applied to B.C.C. but did not take classes
- I HAVE ATTENDED ANOTHER COLLEGE AND I AM:
2. ☐ Eligible to return
3. ☐ On Probation, but eligible to return
4. ☐ On Suspension/Mo. _____ Yr. _____

14 I WANT COURSES FOR:

- ☐ College Credit
☐ Audit (all classes)

14 a. FINANCIAL AID **14 b. VETERANS BENEFITS** **14 c. HANDICAP SERVICES**

- ☐ Yes ☐ No

CONTACT APPROPRIATE
CAMPUS OFFICE FOR
INFORMATION, FORMS
OR SPECIAL SERVICES.

15 I WILL ENTER IN TERM: (CHECK ONE)

Students leaving area blank will be assigned to the next appropriate term.

- ☐ I - Fall (Aug. - Dec.) Year _____
☐ 1A or 1B
☐ II - Winter (Jan. - May) Year _____
☐ IIA or IIB
☐ IIIA Summer (May - June) Year _____
☐ IIIB Summer (June - Aug.) Year _____

16 I AM SEEKING THE FOLLOWING: (See reverse side for listing of BCC degrees)

DEGREE NUMBER
REQUIRED

- ☐ 0 ☐ 0 ☐ 0 ☐ 0 ☐ 0
☐ A.A. DEGREE (University Transfer Degree)
☐ A.S. DEGREE (Technical Degree)
☐ CERTIFICATE

MAJOR OR PROGRAM

MAJOR OR PROGRAM

MAJOR OR PROGRAM

*ALLIED HEALTH APPLICANTS: Admission to the college does not constitute admittance to any of the Allied Health Programs. Each Student must submit a letter of intent to the Division of Allied Health.

17 I WILL ATTEND:

1. ☐ Central Campus
2. ☐ North Campus
3. ☐ South Campus
4. ☐ Allied Health
5. ☐ Fort Lauderdale Center

18 a FLORIDA RESIDENT STUDENT MUST HAVE THIS AFFIDAVIT NOTARIZED. FEES ARE ASSESSED BY THE STUDENT'S RESIDENCY.

BONA FIDE RESIDENT as used here means that the applicant (or his/her parent/legal guardian if applicant is less than 18 years of age) must be a United States citizen (or have been admitted to the country as an immigrant) and shall have lived here consecutively for at least one year immediately prior to the first day of classes at Broward Community College.

I certify that I have been a bona fide Florida resident and have lived in Florida at least ONE YEAR CONSECUTIVELY since: (Documentary proof may be required)

MONTH DAY YEAR

Applicant 18 years or older OR Parent/Legal Guardian if applicant is under 18 years of age. (Documentary proof required if Legal Guardian) TO BE SIGNED IN PRESENCE OF NOTARY:

Subscribed and sworn to me this _____ day of _____ 19____

SIGNATURE OF NOTARY PUBLIC (SEAL AND STAMP OF NOTARY REQUIRED)

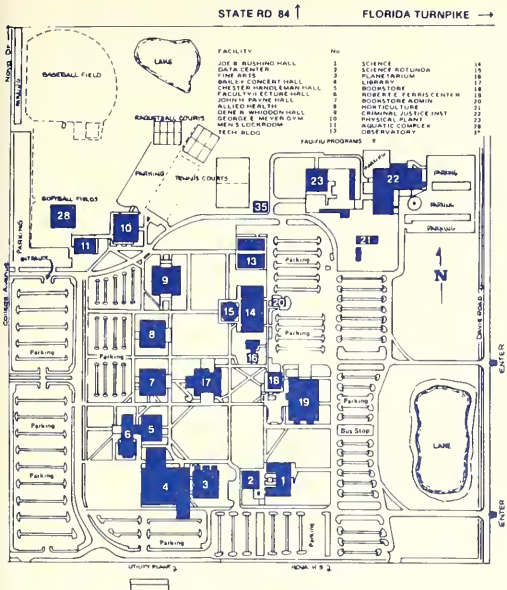
APPLICANTS SIGNATURE

DATE

18 b IF YOU HAVE NOT LIVED IN FLORIDA FOR AT LEAST ONE YEAR, IN WHICH STATE WERE YOU A LEGAL RESIDENT?

19 GOOD CONDUCT AND CITIZENSHIP

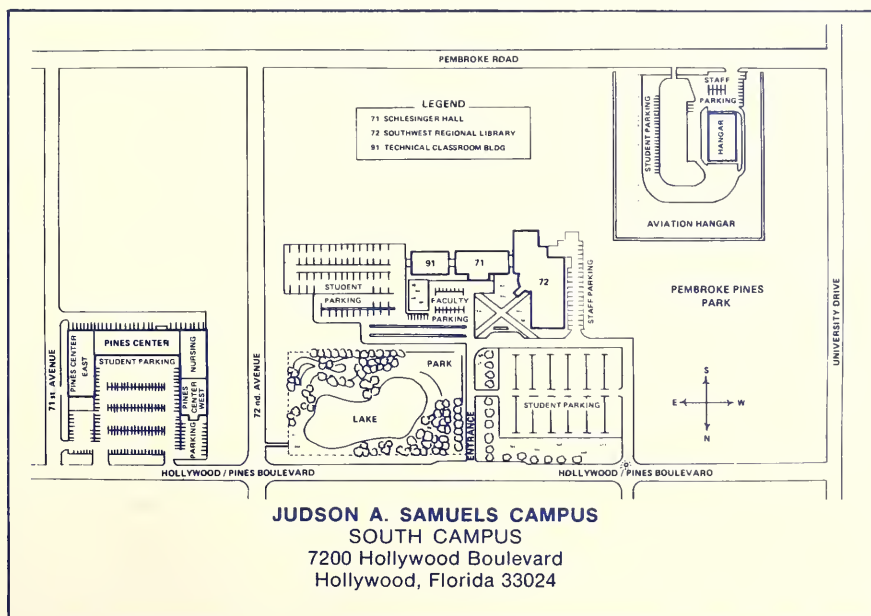
Applicants who have experienced disciplinary problems at educational institutions or with other authorities (not including minor traffic violations) must state circumstances involved on a separate sheet and submit with this application. This information will not necessarily exclude applicants for admission, and will be handled confidentially. I certify that all statements given in this application are true and accurate to the best of my knowledge. I agree to abide by all rules and regulations of Broward Community College. I agree that if my credentials are not complete within three weeks after registration or if any information is found to be false, I may be suspended from classes without a refund of any fees paid.



CENTRAL CAMPUS
3501 S.W. Davie Road
Fort Lauderdale, Florida 33314



NORTH CAMPUS
1000 Coconut Creek Boulevard
Pompano Beach, Florida 33066



JUDSON A. SAMUELS CAMPUS
SOUTH CAMPUS
7200 Hollywood Boulevard
Hollywood, Florida 33024

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